

JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA



The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified Ghanaian for the position of **SHIPPING ASSISTANT/CUSTOMS & CLEARANCE AGENT** in the Regional Executive Office of USAID/West Africa. The primary purpose of the position is to serve as Customs and Clearance Agent in the Regional Executive Office. The incumbent performs a variety of duties for Implementing Partners (IPs) and Third Country Nationals (TCNs)

Education & Prior Work Experience: Diploma in Shipping/Logistics Management, Business or Public Administration, plus, five years of progressively responsible experience in customs and clearance, shipping or transportation field including one year with a USG or other international organization, in an English-language work situation is required.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://transition.usaid.gov/westafrica/employment/index.htm>

Salary Range: GH¢ 17,869.00 – GH¢26,801.00 p.a. (depending on qualification and experience)

Interested individuals should submit cover letter and curriculum vitae with referees to :

Human Resources Office
American Embassy, Accra
P.O. Box GP194, Accra
by Email to AccraHRO@state.gov

CLOSING DATE: November 20, 2013

Please note that only short-listed applicants will be contacted.

USAID/West Africa anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.