



USAID | GUINEA

FROM THE AMERICAN PEOPLE

USAID/GUINEA IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION :
SECRETARY

Position is open to all Guinean nationals and those eligible for permanent residence and authorization to work in Guinea

JOB ANNOUNCEMENT NUMBER: SOL-675-16-000003

BASIC FUNCTIONS OF THE POSITION:

The Administrative Assistant position is located in the USAID/Guinea, Office of U.S Foreign Disaster Assistance (OFDA), and serves as the principal administrative support person for OFDA's Senior Humanitarian Advisor (SHA) and Senior Program Officer (SPO), as well as providing support for OFDA's Senior Humanitarian Advisor (SHA) based in Freetown, Sierra Leone. The Administrative Assistant will provide support to the three OFDA USPSCs that will be posted to Guinea and Sierra Leone and to all OFDA temporary duty (TDY) staff, including members of the DART. The Administrative Assistant will be responsible for a wide-range of administrative and financial support for both USAID/Guinea and Sierra Leone/OFDA staff members.

NB: - Professional Experience: A minimum of three years of progressively responsible work experience, of which two years should be in related work with a U.S. Government agency, an international NGO, other donor organizations, or host-government organization is required

- Language Proficiency:

Level IV (Fluent) speaking, reading and writing in English is required.

DEADLINE TO RECEIVE APPLICATIONS: February 05, 2016. 16:30 Local Time

HOW TO APPLY: Interested applicants with existing work and/or Residency Permits MUST submit a complete application package which includes:

- A cover letter,*
- An AID 302-3 form*
- A detailed resume and*
- 3 to 5 References.*

To ensure consideration of applicants for the intended position, **please reference the solicitation number on your application**, and **as the subject line in any cover letter**, as well as using the address/delivery point specified in this solicitation

All the above mentioned documents are **REQUIRED**, must be **SIGNED**, prepared in **ENGLISH** and **should be addressed** as follows:

Attention

**Human Resources Office
USAID/Guinea**

○ **By Email address:** Conakrypjobs@usaid.gov

○ **Copy of the complete position description listing all duties and responsibilities can be found at USAID website** <http://guinea.usaid.gov>

○ **Form AID 302-3 can be found at:** <http://www.usaid.gov/sites/forms> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary?formType=ALL>

Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID/Guinea

UNITED STATES ADDRESS :
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United States

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USAID/GUINEA, B.P. 603, c/o American Embassy
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