

TO BE PUBLISHED IN Embassy WEB Site – FACEBOOK and TWITTER:

JOB OFFER

International Organization invites application for the position of

ADMINISTRATIVE ASSISTANT (DG)

Required Qualifications:

Education: Completion of two years Secretarial Studies.

Experience: Four or more years of administrative experience is required. At least three years of this experience with a U.S. Government (USG) Agency.

Language: Level IV (fluency) in English and French is required.

Knowledge: Must have good working knowledge of administrative Office procedures. A general knowledge of USG agency programming methods and procedures is desired.

Skills: Proficiency in Microsoft office suite applications, document and file management skills required. Excellent organizational ability and strong interpersonal skills.

This position is compensated in Local Currency.

Only qualified candidates will be contacted

Curriculum Vitae should be sent in English no later than November 30, 2012 to: paphr@usaid.gov