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MISSION NOTICE

No: 022/2012
Date: June 4, 2012

SUBJECT: POSITION VACANCY - Administrative Assistant FSN 7

The Agency for International Development in Haiti is recruiting an **Administrative Assistant at the FSN 7 level for the Office of Economic Growth & Agricultural Development**. Job description is available at USAID/HR Office and the deadline for receiving applications is June 22, 2012.

Required Qualifications:

Education: Completion of two years Secretarial Studies is required

Experience: Two years of secretarial related experience are required. Prior experience with a U.S. Government agency or international organization is highly desirable

Language: Level III knowledge of English, French and Creole

Knowledge: Basic knowledge of Haiti, its culture, geography and politics.

Skills: Proficiency in Microsoft office suite applications, including Word, Excel, and PowerPoint is required.

Hector Morales
Acting Executive Officer

Cleared by: ^{For} L. Tatem  Date 06/5/12
Cleared by: S. Olive  Date 06/6/12