

TO BE PUBLISHED IN FACEBOOK AND TWITTER:

**JOB OFFER**

International Organization invites application for the position of

**PROGRAM SPECIALIST (OIEE)**

**Qualifications Required**

- Education:** BA in Public, Business Administration or a related field is required.
- Experience:** Three to five years of experience in administrative and programmatic assistance in international development or related programs is required.
- Language:** Fluency in written, spoken English (Level IV), French( Level V) is required.
- Knowledge:** Should possess or be capable to quickly learn comprehensive and detailed policies, regulations, procedures and documentation governing program project development , implementation, financing and results- tracking.
- Skills:** Strong communication skills and teamwork; Sound judgment and ability to work under pressure to meet short deadlines essential. Proficiency in Microsoft suite applications is required.

**Only qualified candidates will be contacted.**

**This position is compensated in Local Currency.**

**Job description is available at Human Resources Office and Curriculum Vitae must be sent in English no later than March 22, 2013to: Port-au-PrinceUSAIDHR@state.gov**