

TO BE PUBLISHED IN TWO LOCAL NEWSPAPERS:

JOB OFFER

International Organization invites application for the position of:

**ADMINISTRATIVE ASSISTANT**

Required Qualifications:

- Education: Completion of two years Secretarial Studies.
- Experience: Three years of secretarial related experience are required. At least two years of this experience in a position with Government agency or similar type of bilateral or international organization is desired.
- Language: Level IV English ability is required. Must be fluent in French and Creole.
- Knowledge: Must have good working knowledge of US Federal Agency instruction on correspondence and clerical practices and procedures.
- Skills: Proficiency in Microsoft office suite applications, including Word, Excel, is required.

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

**Only qualified candidates will be contacted**

**Curriculum Vitae sent in English no later than July 6, 2012 to: [paphr@usaid.gov](mailto:paphr@usaid.gov)**