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

JOB OFFER

International Organization invites application for the position of:

Administrative Assistant

Policy Coordination and Program Support (PCPS) Office

Required Qualifications:

Education:	Completion of college and specialized secretarial Studies.
Experience:	A minimum of three years of secretarial and administrative experience in which prior experience should be with a U.S. Government agency or an international organization is required.
Language:	Good working knowledge in English (level IV) is required. Must be fluent in French.
Knowledge & Skills:	Must possess good organizational skills and good computer working skills, especially ability to use Microsoft Office Suite Applications.

This position is compensated in Local Currency.

Only qualified candidates will be contacted

Curriculum Vitae should be sent in English no later than April 8, 2013 to:
Port-au-PrinceUSAIDHR@state.gov