

VACANCY ANNOUNCEMENT

(Announcement No. 12/58)

OPEN TO: All interested candidates
POSITION: **AID Program Assistant, FSN-8**
OPENING DATE: November 1, 2012
CLOSING DATE: November 16, 2012
WORK HOURS: Full-time; 40 hours/week
SALARY: FSN-8 (Ordinary Resident)

NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The USAID/Regional Development Mission for Asia in Laos is seeking an individual for the position of A.I.D. Program Assistant in the U.S. Agency for International Development (USAID)/ Health Program Office, located at the U.S. Embassy, Rue Bartholonie, That Dam, Vientiane, Laos.

BASIC FUNCTION OF POSITION:

Serves as a Program Assistant to the USAID/RDMA/Laos Health Program Manager, and performs a full range of secretarial services, administrative support and program assistance. Duties of this position include overseeing and coordinating all secretarial and administrative support activities in the office such as arranging large conferences/meetings/seminars; preparing meeting hand outs and reports; drafting supporting documents for the USAID acquisition and assistance document web-based system ARIBA and translates documentation, etc. In addition, the incumbent provides support and assistance in budgeting and financial management and overall reporting functions for the Laos Health Program Office.

QUALIFICATIONS REQUIRED:

- 1. Education:** Bachelor's degree (BA/BS) in Business/Public Administration, International Relations/Development, Financial or Human Resources Management or related field;
- 2. Work Experience:** At least 3 years in the field of secretarial/administrative management, budgeting and program management;
- 3. Language Proficiency:** Level IV (Fluent) speaking/reading/writing in English and Laos;
- 4. Knowledge:** Must demonstrate proficiency in using computer program such as MS Word, Excel, outlook and other computer software programs and typing various correspondence formats;
- 5. Skill.** Must possess excellent communication and interpersonal skills

HOW TO APPLY

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at: http://laos.usembassy.gov/job_opportunities.html
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Rue Bartholonie, That Dam
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-267176
Fax: 856-21-267140
E-mail: VientianeHR@state.gov

Interested persons should contact Embassy Human Resources Office for more information.
Blank application forms may be picked up from the cabinet inside the Embassy entrance.
Only shortlisted candidates will be notified.

CLOSING DATE FOR THIS POSITION: November 16, 2012
An Equal Opportunity Employer