

Mauritania Administrative Assistant

May 25, 2016



## **JOB VACANCY**

### **ADMINISTRATIVE ASSISTANT (AA)**

#### **BACKGROUND**

The African Development Foundation (ADF) is an agency of the United States Government. ADF supports private businesses, farmers' cooperatives, associations, and various community-based organizations, especially those serving marginalized people, engaged in economic and social development activities. ADF's office in Nouakchott, Mauritania provides on-going support to projects that have been financed and also continues to identify viable local small and medium-sized enterprises that show potential to create employment opportunities, generate incomes and have broad social impact beyond the project activity.

ADF seeks a qualified individual to serve as an Administrative Assistant for the ADF Field Office in Nouakchott, Mauritania.

#### **REQUIRED MINIMUM QUALIFICATIONS**

- a. Citizen of Mauritania
- b. Minimum of high school diploma/or professional certifications in office administration or secretarial work.
- c. Minimum of three years of administrative/secretarial work experience with a business, Non-Governmental Organization (NGO) or other institution or agency
- d. Ability to use modern ICT equipment: telephone exchange, computer, copier, printer, and scanner.
- e. Ability and experience with Microsoft applications, including PowerPoint, Excel, Word and Office.
- f. Ability to prioritize and multi-task effectively in a fast-paced environment.
- g. Ability to interact and communicate effectively with clients, executives, government officials, and grassroots groups.
- h. Experience in filing and records management.
- i. Experience and knowledge of handling petty cash, preparation of financial reconciliations, issuing payment vouchers, and preparation of financial reports.
- j. Fluent in written and spoken French and a local Mauritanian language. Working knowledge of English.
- k. Mauritanian nationality.

#### **HOW TO APPLY**

**This job announcement is solely intended to advertise the Administrative Assistant position opening. To apply for this position, YOU MUST RESPOND IN ACCORDANCE WITH THE SOLICITATION RFP-ADF-FOP-16-0041 POSTED AT <https://www.fbo.gov/>.**

#### **A COPY OF THE SOLICITATION CAN BE OBTAINED AT:**

USADF Mauritania Field Office  
BMCI/AFARCO Building, 6th Floor  
Avenue Gamal Abder Nassar  
BP 1980  
Nouakchott, Mauritania