



## EMBASSY OF THE UNITED STATES OF AMERICA

*The Centers for Disease Control and Prevention (CDC) is seeking an individual for the full time position of **Administrative Assistant (Grade 6)** in Windhoek.*

The Administrative Assistant will plan and execute the general administrative office management functions of the CDC/DGHA Namibia Program. The Incumbent will direct and perform administrative duties in support of project activities. Under supervision of the Administrative Manager, the incumbent will be directly responsible for the CDC general administrative, finance, travel, TDY staff and other related operations

### **Required Qualifications and skills:**

- 1. Two years college degree required in Business Administration or Accounting.*
- 2. Three years of advanced administrative and/ or technical experience is required of which one year's experience must be in a U.S Government Agency, International NGO, National Organization or Government Ministry.*
- 3. Level IV (fluency – speaking/reading/writing English is required. This will be tested.*
- 4. The incumbent must have a good knowledge of common administrative procedures, report writing skills, knowledge of filing systems and database management, excellent organizational skills and problem solving skills.*
- 5. Advanced user level of word processing, spreadsheets (advanced functions) and databases is required. This will be tested.*

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at <http://windhoek.usembassy.gov>) and a current CV to the Human Resources Officer at the Embassy by 17:00 on or before **May 22, 2014**

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to [HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)

Only short listed candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.

**Please note that all vacancies within the US Embassy are advertised on the following website:**  
<http://windhoek.usembassy.gov>