



**USAID | NEPAL**  
FROM THE AMERICAN PEOPLE



Vacancy Announcement  
(Announcement Number: 11-12)

USAID/Nepal invites applications for employment for the position of Administrative Assistant in the Health and Family Planning (HFP) Office, under a Personal Services Contract (PSC), subject to availability of funds.

OPEN TO: All interested and qualified Nepali Citizens

POSITION: Administrative Assistant  
FSN PSC– 6

OPENING DATE October 21, 2011

CLOSING DATE: November 4, 2011

WORK HOURS: Full-time; 40 hours/week

**BASIC FUNCTION OF THE POSITION:**

The incumbent, under the direct supervision of the HFP Office Manager, serves as the Assistant Office Manager providing clerical, administrative and secretarial services to the HFP Office. The incumbent is primarily responsible for making travel arrangements for HFP employees and visitors; providing logistical support for all USAID/HFP-hosted meetings with implementing partners, donors and the Government of Nepal; processing VAT reimbursement and visa request for partners; maintaining office supplies; answering and screening incoming calls, escorting HFP visitors; requesting vehicles for official travel; and managing incoming and outgoing documents.

**REQUIRED QUALIFICATIONS:**

NOTE: All applicants are instructed to address each selection criterion detailed below:

1. Completion of Higher Secondary level (Grade 12) of education is required.
2. At least two years of experience in secretarial, administrative and support field is required.
3. Level III (good working knowledge) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading Nepali is required.

4. Good knowledge of administrative concepts and practices is required.
5. The ability to explore and locate information resources through internet is required. The ability to work under pressure to meet deadlines is required. The ability to prioritize work is required.
6. The ability to use various computer applications such as Word; Excel; Power Point; Office Calendar, Internet and E-mail is required.

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://nepal.usaid.gov/working-with-us/employment.html>

Interested applicants must submit a cover letter, resume and any other documentation that addresses the qualification requirements of the position as listed above. Please send your application to the attention of USAID/Nepal, Human Resources Office, U.S. Embassy Maharajgunj, P.O. Box. 295. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short-listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.