

VACANCY ANNOUNCEMENT

(Announcement Number: 11-14)

The American Embassy in Kathmandu is seeking an individual for the position of Environmental Affairs Assistant.

OPEN TO: All Interested Candidates

POSITION: Environmental Affairs Assistant

OPENING DATE: June 20, 2011

CLOSING DATE: July 5, 2011

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent provides a full range of administrative and program support to the Regional Environmental Office. The incumbent schedules appointments, meetings and conferences and provides administrative and logistical support during special events. The incumbent makes travel arrangements for national and international travels.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Higher Secondary Education (Grade 12) is required.
2. At least three years of prior work experience in office administration or project management is required.
3. Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.
4. Good knowledge of office administration practices and project management is required. Working knowledge of various environmental issues in the region including offices and agencies involved and their functions is required. A basic knowledge of grants management is required.
5. The ability to use various Windows-based computer applications such as MS Outlook, MS Excel and MS Word is required.

TO APPLY

Interested applicants for this position must submit Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of supporting documentation (e.g. awards (if any), education certificates, etc) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO (Please clearly mark your envelope as “Application for Environmental Affairs Assistant”)

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

Or via email: recruitktm@state.gov

**AN EQUAL OPPORTUNITY EMPLOYER
WOMEN ARE EQUALLY ENCOURAGED TO APPLY**

Also visit us at:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html