



**U.S. EMBASSY WELLINGTON
OFFICE COORDINATOR/GRANTS ADMINISTRATOR**

The United States Embassy in Wellington is seeking an individual for the full time position of Office Coordinator/Grants Administrator in the Public Affairs Section (PAS).

The PAS Office Coordinator/Grants Administrator is responsible to the Public Affairs Officer (PAO) to provide both general and specific coordination of the administrative work flow and communication within the Public Affairs Section (PAS) of the US Embassy in Wellington, as well as PAS interaction with other Embassy sections and the Consulate General (CG) in Auckland.

The position provides administrative and practical support to the Public Affairs Officer; receives telephone calls and marks them for action required; monitors incoming mail and drafts outgoing correspondence; controls the PAO's daily schedule and helps manage meetings; and assists the PAO with various projects as required. These include support for all PAS resources and activities: office management, the budget, grants management, procurement and supply, travel, and secretarial support. The position serves as a main point of contact for other embassy sections and the general public. The employee is also the primary Grants Administrator for the embassy, which includes monitoring the grants database, processing grants forms and providing regular reports and summaries.

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

- Completion of secondary school is required.
- Three years progressively responsible experience in administrative/office coordination functions is required.
- Fluent written and spoken English is required.
- Working knowledge of New Zealand's political, economic, social, and educational structures; institutions, political parties, and cultural movements; historical development; and key personalities.
- Working knowledge of U.S. society, art, culture, education, social, and political processes.
- Ability to independently follow a wide range of administrative details in connection with programming functions.
- Minimum typing ability of 40 words per minute (Level II), ability to draft correspondence and reports in English using Microsoft Office applications such as Word and Excel.
- Ability to maintain working level contacts in governmental, educational, and cultural circles. Must be able to act with tact and diplomacy.

The starting salary for this position is approximately NZ\$40,557.

A more detailed job description can be obtained from our website at: newzealand.usembassy.gov.

All employees of the US Government are required to complete full medical and security background checks.

For further information or to apply for this position, please forward all correspondence to:

Human Resources Officer
Embassy of the USA
PO Box 1190
Wellington

Applications close on Monday February 15, 2010