

ANNOUNCEMENT NUMBER: 14-15

OPEN TO: All Interested Candidates
POSITION: Project Management Assistant (Secretary); FSN-07; FP-07
OPENING DATE: 06/03/2014
CLOSING DATE: 06/17/2014
WORK HOURS: Full time; 40 hours/week
SALARY: Salary and Grade will be based on qualifications

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details click on: <http://Niamey.USEmbassy.gov>

The U.S. Embassy in Niamey is seeking a **qualified** individual for the position of Project Management Assistant (Secretary) in the USAID Niger office.

BASIC FUNCTION OF POSITION:

The Administrative Assistant will provide administrative, secretarial and program support for Food for Peace staff in Niger. The incumbent reports to the United States Personal Service Contractor Food For Peace (USPSC FFP) Officer and must be proficient in basic English and standard computer programs, including email/internet, Word, Excel, PowerPoint, and Access. The incumbent is also required to independently learn, apply, and stay current on USAID/US Embassy/International Cooperative Administrative Support Services (ICASS) requirements and procedures for providing logistical and administrative support using the appropriate forms and formats. The Administrative Assistant must develop and ensure the use of administrative procedures that support USAID requirements. He/she will assist with program monitoring, and tracking budgets and program data. He/she will have regular interaction with financial management, contract, and executive offices in the USAID Regional Office in Dakar.

A copy of the complete position description is available in the Human Resources (HR) office.

QUALIFICATIONS REQUIRED:

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

Education: Minimum of a College diploma in Social Science, Business Administration or related field is required.

Prior work experience: Minimum five years of progressively responsible experience in the administrative support to medium or large-scale enterprises or international agencies, with demonstrated expertise in managing information and administrative support to multiple staff members. At least two years of this experience should be working with international and/or development organizations; host government, other donors or non-governmental organizations; as well as demonstrated experience in performing tasks comparable to this scope of work.

Language: Fluency (Level 4) in French (oral, reading and written) is required. Working knowledge (Level 3) of English is also required. Incumbent should be able to identify and organize information from documents in both languages, as well as conduct technical discussions in both languages.

Knowledge: Good knowledge of the concepts, principles and practices employed in development and humanitarian programs is required. Knowledge of USAID's policies and strategies is desirable.

Skills/Abilities: The Administrative Assistant must be able to collect and use relevant data in preparing precise and accurate reports. The incumbent must also be able to draft correspondence pertaining to on-going activities. High level of proficiency in word processing and Excel is required; knowledge of MS Power-point is desirable. Must have tact and excellent interpersonal and organizational skills.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

1. Management will consider nepotism/conflict of interest, Budget constraints and residency status in determining successful candidacy.
2. Current employees serving an initial probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an overall summary rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMS who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
5. Currently employed Not-Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a non sensitive security clearance.

TO APPLY

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at: <http://Niamey.USEmbassy.gov>; **or**
2. A current résumé or curriculum vitae that provides the **same information** as the UAE(see Appendix B);**or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as separate sheet; plus
4. Candidates who claim U.S. veteran's preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. veteran's preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Attention: Human Resources Office
American Embassy
BP 11201
Niamey, Niger

POINT OF CONTACT

Human Resources Officer
Telephone: (227) 20-72-26-62, Ext. 4479/4015

Applications must be received by the closing date.

CLOSING DATE FOR THIS POSITION: June 17, 2014 at 17:30

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such

complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

U.S. Mission Niamey is a drug-free work environment.

