



EMBASSY OF THE UNITED STATES OF AMERICA

The U.S. Embassy has an immediate vacancy for a suitably qualified

Economic Assistant

The incumbent reports directly to the Econ Officer. The Econ Assistant will develop and maintain an extensive range of working-level contacts to carry out reporting and analytic tasks on economic, trade, business, environmental, and technology developments from an array of published and unpublished sources relevant to U.S. interests in PNG, Vanuatu, the Solomon Islands, and the Asia-Pacific region. He/She also provides extensive admin support which includes among others; drafting diplomatic notes, organizing meetings and travel for the Econ Officer as needed. This position requires the performance of a wide range of duties, with minimal supervision, and the exercise of good judgment and critical thinking.

Minimum Requirements

- Bachelor's degree in *Political Science, Economics, International Relations, Commerce, Statistics, Mathematics, Political Science, Public or Business Administration* is required.
- At least four years previous relevant experience
- English level IV, Tok Pisin level III.
- In-depth knowledge of economic, political and business environment in the country and strong understanding of U.S. foreign policies.
- Excellent negotiation skills. Advanced problem solving, high-level communication skills, the ability to meet deadlines, and undertake multi-faceted projects under pressure.
- Team player and able to work in a multicultural environment

Salary: K48,300 – K62,010 p.a, plus benefits. Please note the *Housing* is not a condition of employment

Please forward a detailed resume with full supporting documentation clearly demonstrating your ability to meet the minimum requirements, and a reliable telephone/email contact to the following address:

**Embassy of the United States of America
P.O. Box 1492. Port Moresby. NCD. PNG.**

Attn: Human Resources Assistant.

Email: PersonnelPortMoresby@state.gov

Applications close Monday Jan 21, 2013.

Only shortlisted candidates will be contacted. For those not shortlisted, we thank you for considering the U.S Government as a potential employer.

THE USG IS AN EQUAL OPPORTUNITY EMPLOYER!