JOB VACANCY

ADMINISTRATIVE ASSISTANT

BACKGROUND

The African Development Foundation (ADF) is an agency of the United States Government. ADF supports private businesses, farmers' cooperatives, associations, and various community-based organizations, especially those serving marginalized peoples, engaged in economic and social development activities. The Foundation started its funding activities in Senegal in 1986. ADF's office in Dakar provides on-going support to projects that have been financed and also continues to identify viable local small and medium-sized enterprises that show potential to create employment opportunities, generate incomes, and have broad social impact beyond the project activity.

ADF seeks a qualified individual to serve as an Administrative Assistant for its field office in Dakar, Senegal.

KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:

Required:

1. At least 2 years of experience in office administration at a public or private organization.
2. Ability to use modern Information Computer Technology equipment: telephone exchange, computer, copier, printer, scanner and fax machine.
3. Proficiency in Microsoft applications, including Word, Excel and Power Point.
4. Experience and knowledge of handling petty cash and assisting with preparation of financial reports.
5. Fluent in written and spoken French and working knowledge of English.
6. Good interpersonal skills and experience.

HOW TO APPLY

This job announcement is solely intended to advertise the Administrative Assistant position opening. To apply for this position, YOU MUST RESPOND TO THE SOLICITATION POSTED AT http://www.usadf.gov/contracting.html. THE RESPONSE MUST CITE THE REQUEST FOR QUOTATION NO. ADF-11-Q-RPD1-0035 AND MUST BE RECEIVED BY SEPTEMBER 13, 2011 NO LATER THAN 23:59 EASTERN STANDARD TIME. Only short-listed candidates will be contacted.