VACANCY ANNOUNCEMENT

An Equal Opportunity Employer

The U.S. Embassy in Mbabane is seeking an individual for the position of **Administrative Assistant** in the Overseas Buildings Operations (OBO)/Construction Manager's (CM) Office.

NOTE: Applicants ordinarily resident in Swaziland must have the required residency permits to be eligible for consideration.

OPENING DATE: October 25, 2013
CLOSING DATE: November 8, 2013
WORK HOURS: Full-time; 40 hours/week
SALARY: Position grade: FSN-07. Non-cash benefits include medical & pension.

Basic Function of Position
The incumbent serves as the Administrative Assistant to the OBO Construction Manager, handling all office administrative procedures, correspondence, filing, the preparation of funding recommendations, the office budget, and local purchases for official related activities. Also provides administrative and other general support to the OBO Construction Manager.

Qualifications Required
All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. 1tems 1-5 are all required.

1. Education: Completion of High School and two years of college studies in administrative, business management or closely related field is required.
2. Experience: At least two to three years of progressively responsible experience in clerical/secretarial/administrative work in an office setting is required.
3. Language: Level 4 (fluent) English (this will be tested) is required. Level III (good working knowledge) SiSwati is required.
4. Knowledge: A thorough knowledge of secretarial, clerical and general administrative procedures is required.
5. Skills and Abilities: Must be computer literate and able to proficiently use Microsoft Word, Access, Outlook and Excel . Must have good interpersonal skills and the facility to develop and maintain contacts with officials of various agencies. Ability to draft written reports in correct English.

To Apply:
Interested candidates for this position must submit the following: A cover letter, current resume or curriculum vitae, plus any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Submit applications to U.S. Embassy, Human Resources Office, Central Bank Building, 7th Floor, Mahlokohla Street, P.O. Box 199, Mbabane, Swaziland. Or via email to: **Mbabane_HRRecruitment@state.gov** - include in the subject line: Application for **Administrative Assistant** position in the OBO/Construction Manager's Office. View vacancy announcement at http://swaziland.usembassy.gov.