



VACANCY ANNOUNCEMENT

An Equal Opportunity Employer

The U.S. Embassy in Mbabane is seeking an individual for the position of **Administrative Assistant** in the PEPFAR Office.

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

OPENING DATE: April 15, 2011

CLOSING DATE: April 29, 2011

SALARY: Basic Salary Range: E133,972 – E200,962 p.a .
Non-cash benefits include medical & pension

Basic Function of Position

The primary purpose of this position is to work with other country-based staff in the U.S. Government (USG) to help ensure achievement of the Swaziland program targets, and thus to contribute to the goals and objectives of the President's Emergency Plan for AIDS Relief (PEPFAR). Based on a good working knowledge of the organization and substantive programs under the supervisor's control, the Administrative Assistant will provide a wide range of support, administrative and logistical management services for the USG Health Team in the implementation of USG-supported activities under PEPFAR.

Qualifications Required

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

- 1. Education:** Completion of High school is required.
- 2. Experience:** Minimum of 3 years of progressively responsible administrative assistance experience of which approximately one year is with a government, non-governmental (NGO) or international development agency program is required.
- 3. Language:** Level III English (speaking, reading and writing) is required. **(This will be tested).** Level III siSwati (speaking, reading and writing) is required.
- 4. Knowledge:** Knowledge of general office systems and equipment, and administrative tools is required.
- 5. Skills and Abilities:** Must have strong user skills in the suite of Microsoft office products (Word, Excel, Outlook, PowerPoint). Ability to maintain both electronic and paper systems for filing and record-keeping is required. Strong interpersonal skills, including the ability to work well with superiors, subordinates, colleagues and partners is required. Ability to organize one's workload and to function independently without continuous supervision is required.

To Apply: view vacancy announcement at <http://swaziland.usembassy.gov/>

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. **Only short listed candidates will be contacted.**