

Narrative Statement Supplemental Form
Public Affairs Office (PAO) Administrative Clerk, FSN-6

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Education:	
Completion of high school and university study is required.	
Experience:	
Minimum two years of prior progressively responsible office management experience with an international organization is required.	
Language Proficiency:	
Level III (good working knowledge) in written and spoken English and Level III (good working knowledge) in written and spoken Russian and/or Tajik languages are required.	
Skills and Abilities:	
Basic analytical and numerical skills are required. Proficient typing and word processing skills are required. Must be proficient in using MS Office Suite of software programs – Word, Excel, Outlook, and Power Point.	
Knowledge:	
Good knowledge of office management practices and basic financial principles and procedures are required. Good knowledge of host country political, social and economic situation and national traditions as well as laws, regulations and procedures on visas, and other areas related to the job responsibilities.	

