

**ANNOUNCEMENT NUMBER: 16-12**

**POSITION TITLE: LOCAL GUARD FORCE (LGF) ADMINISTRATIVE CLERK, FSN-06/FP-08 (TEMPORARY)**

The U.S. Embassy Dushanbe is seeking an individual for a position of **Local Guard Force (LGF) Administrative Clerk, FSN-06/FP-08 (TEMPORARY)**. The LGF Security Clerk supports administratively the Local Guard Force (LGF) Program, Regional Security Office (RSO) and coordinates the inventory and supply chain process. The Clerk supports the LGF, and other RSO programs with filing, time and attendance, translation, data entry, and other clerical duties. Additionally, as a member of the LGF, the Security Clerk is prepared to take a leadership role in emergency planning and response.

**QUALIFICATIONS REQUIRED:**

- 1. EDUCATION:** Completion of post-secondary education, or three years of comparable work experience is required.
- 2. EXPERIENCE:** One year of administrative experience is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) in written and spoken English, Russian and Tajik is required. Language proficiency will be tested.
- 4. SKILLS AND ABILITIES:** Must have a good working knowledge of computers and software such as Microsoft Access, Excel, and Word.
- 5. SKILLS AND ABILITIES:** Must have the ability to work independently with minimal supervision.

**HOW TO APPLY: Applicants must submit the following documents to be considered:**

1. [Universal Application for Employment \(UAE\) \(Form DS-174\)](http://dushanbe.usembassy.gov/job_opportunities.html), which is available on our website [http://dushanbe.usembassy.gov/job\\_opportunities.html](http://dushanbe.usembassy.gov/job_opportunities.html) or by contacting Human Resources.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**WHERE TO APPLY:**

Human Resources Office

Mailing Address: #109 'A' Ismoili Somoni Ave., U.S. Embassy Dushanbe

FAX Number: N/A

E-mail Address: [Dushanbe\\_Jobs@state.gov](mailto:Dushanbe_Jobs@state.gov)

**The deadline for application is March 31, 2016**

Applications and documents presented become the property of the Embassy and will not be returned. Successful candidates, who meet the criteria for this position, will be called and invited for an interview.