

ANNOUNCEMENT NUMBER: 16-13

POSITION TITLE: CPT ADMINISTRATIVE SUPPORT ASSISTANT, FSN-07/FP-07

The U.S. Embassy Dushanbe is seeking an individual for a position of **CPT Administrative Support Assistant, FSN-07/FP-07**. The CPT (CENTRCOM Planning Team) Administrative Support Assistant will serve as the core professional position for the CPT office, and act as the primary point of contact for administrative and financial CPT support within US Embassy Dushanbe, various Government of Tajikistan agencies and ministries, as well as other diplomatic missions within the international community in Tajikistan. The CPT Administrative Support Assistant will also manage training agreements between CPT forces, as well as the administrative requirements to maintain training staff and the CPT offices and residences.

QUALIFICATIONS REQUIRED:

1. EDUCATION: 2 year college level education in the area of financial studies or economics, military or international studies is required.

2. EXPERIENCE: Minimum two years of progressively responsible experience in law enforcement, defense or international organization in office administration with financial responsibilities and familiarity with political and/or legal issues associated with narcotics trafficking is required.

3. LANGUAGE: Fluent (Level IV) in written and spoken English, Limited Knowledge (Level II) in Russian is required. Language proficiency will be tested.

4. KNOWLEDGE: Comprehensive understanding of the goals and mission of the CENTCOM Planning Team (CPT) and the Counter-Narcotics Program and other military programs; as well as US Embassy financial policies and procedures is required.

5. SKILLS AND ABILITIES: Must be familiar with Ministry of Defense, Ministry of Internal Affairs, Customs Control Committee, Border Guard Services, National Guard, Ministry of Interior and State Committee for National Security organization and division of responsibilities, procedures and hierarchy.

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 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

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.