

**ANNOUNCEMENT NUMBER: 16-24 (A)**  
**POSITION TITLE: Management Office Administrative Clerk**  
**\*(Readvertisement of Vacancy Announcement 16-24)**

The U.S. Embassy Dushanbe is seeking an individual for a position of **Management Office Administrative Clerk**. The Management Office Administrative Clerk provides administrative support to the Management Officer to include calendar management, inter-office communication, communication with other Embassies and Tajik government offices. The incumbent supports temporary duty personnel with accommodations and transportation among other requirements such as may be met by the Mission. The incumbent prepares all official Management Notices and facilitates communication among all offices under the Management Section, and other offices as appropriate. The incumbent exhibits the highest standards of customer service and monitors customer response to Management Office functions. The incumbent is also responsible for maintaining the Mission duty roster, the duty book and any associated equipment (e.g. duty cell phone).

**QUALIFICATIONS REQUIRED:**

- 1. EDUCATION:** Completion of High School is required.
- 2. EXPERIENCE:** Three years experience in an office management field position is required.
- 3. LANGUAGE:** Level IV (Fluency) in both written and spoken English and Russian is required. Level II (Limited Knowledge) in written and spoken Tajik is required. Language proficiency will be tested.
- 4. KNOWLEDGE:** Must be familiar with hotels in Dushanbe, their conditions and locations.
- 5. SKILLS AND ABILITIES:** Must be experienced with automated data processing (MS Word, Excel).
- 6. SKILLS AND ABILITIES:** Ability to translate and informally interpret during the meetings.

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

- [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.
- 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' Ismoil 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 July 27, 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.