

ANNOUNCEMENT NUMBER: 16-26
POSITION TITLE: CLO Administrative Assistant

The U.S. Embassy Dushanbe is seeking an individual for a position of **CLO Administrative Assistant**. The Community Liaison Office (CLO) Administrative Assistant provides the CLO Coordinator(s) with office management, secretarial, translation, and interpretation support in planning events and activities for the Embassy community, and supporting direct hire American staff and their families.

QUALIFICATIONS REQUIRED:

- 1. EDUCATION:** At least two (2) years of university studies is required.
- 2. EXPERIENCE:** Minimum one (1) year of administrative/secretarial experience is required.
- 3. LANGUAGE:** Level IV (Fluency) in both written and spoken English and Tajik is required. Level III (Good Working Knowledge) in written and spoken Russian is required. Language proficiency will be tested.
- 4. KNOWLEDGE:** Must possess excellent interpersonal skills; know how to plan and coordinate special events; be thoroughly familiar with Dushanbe and surrounding cities and knowledgeable of current events.
- 5. SKILLS AND ABILITIES:** Must have ability to: work autonomously, maintain confidentiality, negotiate in the local language with vendors and service providers; establish contacts and foster on-going, long-term relationships.
- 6. SKILLS AND ABILITIES:** Have a good working knowledge and experience with the Microsoft Office Suite and Adobe Acrobat or other publishing software to draft letters, memos, flyers, newsletters, and informational pamphlets.

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' Ismoil Somoni Ave., U.S. Embassy Dushanbe
FAX Number: N/A
E-mail Address: Dushanbe_Jobs@state.gov

The deadline for application is July 6, 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.