Administrative Assistant, FSN-7/FP-7

The U.S. Embassy Dushanbe is seeking an individual for a full-time position of **Administrative Assistant, FSN-7/FP-7**. As a member of the Centers for Disease Control and Prevention (CDC) Tajikistan-Afghanistan Field Epidemiology Training Program (TA FETP), the Administrative Assistant plays a vital role in the administrative and technical activities of the FETP. (S)he works under the direct supervision of the Tajikistan-Afghanistan FETP Resident Advisor, who directs the TA FETP and who is the only other full-time staff member of the TA FETP. Working with the Resident Advisor and in close coordination with the Tajikistan Ministry of Health (MOH), the Administrative Assistant performs a variety of administrative, logistical and technical program duties. The position, which can increase in scope of duties and responsibility over time, attractively addresses needs that are both administrative (e.g., communication, budgeting, document creation, logistics) and technical (communication and document creation/editing in the field of medicine).

QUALIFICATIONS REQUIRED:

1. EDUCATION: Possession of University degree in the fields of health sciences or epidemiology is required.

2. EXPERIENCE: Three years of progressively responsible office management experience is required. A minimum one year of this experience with an international organization is required.

3. LANGUAGE: Level IV (Fluency) speaking/reading Russian and English are required. Proficiency in Tajik Level II (Basic Knowledge) is required. This will be tested.

4. KNOWLEDGE: Good knowledge of basic office management skills required; must also have proficiency in relevant areas related to secretarial services, communications and records, and translation/interpreting functions.

5. KNOWLEDGE: Good working knowledge of scientific and medical terminology and familiarity with scientific or medical procedures is required.

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

1. Universal Application for Employment (UAE) (Form DS-174), 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 January 28, 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.