



JOB VACANCY ANNOUNCEMENT
RECEPTIONIST
GRADE – FSN 3

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Receptionist. Located at the main public entrance to the U.S. Embassy, the Receptionist directs authorized visitors to the proper office, verifies appointments and arranges for escorts. The individual provides information to inquiries from the general public. This position is under the general supervision of the Consular Officer.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of High School is required.

Experience: At least three years of progressive experience as a receptionist dealing with public under stressful conditions is required. One year clerical experience is required.

Language: Level III (good working knowledge) English written and spoken ability is required. Good working knowledge of Wolof and Mandinka required.

Knowledge: Must have good spoken English. Basic knowledge of computer programs, e.g. Microsoft Word, Microsoft Outlook, Internet, etc., is required.

Skills and Abilities: Must possess the highest degree of tact, respect, courtesy and good judgment in dealing with the public. The receptionist is the initial point of contact for U.S. Embassy visitors from all levels and must be polished and professional at all times. Excellent organizational and interpersonal skills are required. Must have the ability to show initiative at all times.

TO APPLY:

Interested candidates should submit the following:

--Application for Employment (DS 174) - available at the Embassy or online:

http://banjul.usembassy.gov/job_opportunities.html

--A current resume

--Documentation (e.g., certificates and awards, copies of degrees earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Embassy of The United States of America

Kairaba Avenue

Serrekunda

Email: HROBanjul@state.gov

no later than **April 20, 2012**.

Only short-listed candidates will be contacted for interview.