



**VACANCY ANNOUNCEMENT  
POLITICAL/ECONOMIC ASSISTANT  
GRADE: FSN 8**

**Announcement Number: BJJL-14-006**

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 Political/Economic Assistant in the Political Section. . Incumbent performs a variety of political and economic/commercial work, under the direct supervision of the Political-Commercial Specialist and the general supervision of the Political-Economic Officer. Assists in collecting data on political and economic/commercial issues to be used in cables, correspondence, and reports and helps coordinate the U.S. military assistance program to The Gambia. Serves as backup to Post's Protocol Assistant.

**REQUIRED QUALIFICATIONS:**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

**Education:** Two years of college studies is required.

**Experience:** At least three years of progressively responsible experience in media, government or public sector is required. At least two year experience in researching and report writing is required.

**Knowledge:** Must have thorough knowledge of Gambian economic, commercial, social and political system. Must also have a general understanding of U.S. political process, economy, society, culture and historical perspective.

**Language:** Level IV English (fluent) in written and spoken English is required. Fluency in one local language (Wolof or Mandika) is required.

**Abilities/Skills:** Must be able to establish and maintain contacts with government officials, politicians, business and cultural leaders. Must have the ability to draft reports in a clear and concise manner. Must have tact and skill in the execution of duties. Excellent knowledge of computer programs, e.g. Microsoft

Word, Excel, Access, PowerPoint, Microsoft Outlook, Internet, etc. required. Excellent organizational and interpersonal skills are required.

**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](http://banjul.usembassy.gov/job_opportunities.html)

--A current resume

--Documentation (e.g., certificates and awards, copies of degree 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

Email: [HROBanjul@state.gov](mailto:HROBanjul@state.gov)

no later than **April 2, 2014**.

**Only short-listed candidates will be contacted for interview.**

*The American Embassy Banjul is an Equal Opportunity Employer.*