



# American Embassy

Subdivision 694/Stand 100,  
Kabulonga District, Ibex Hill Road  
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## HOUSING ASSISTANT

The U.S. Embassy in Zambia is seeking applications for a Housing Assistant in the Mission's General Services Office.

### CONDITIONS OF EMPLOYMENT

The employee will work on a part time, 32 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 06 with a starting salary ranging from ZK 69,966,947 to ZK 107,763,546 per annum. This is a fixed-term position which ends September 30, 2011.

### MAJOR DUTIES & RESPONSIBILITIES

Incumbent provides customer support to incoming families during the housing assignment process and housing make ready process. Perform analysis pertinent to effective management of the housing assignment and make ready process. Advise the Management Officer and General Services Officer on housing assignments and make readies.

### REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Successful completion of secondary or high school is required;
- 3 years of experience in one or more of the following fields: customer service, human resources, property management, project management, public relations, marketing, business management is required;
- Level IV (fluent) English is required;
- Ability to create and update spreadsheets in Microsoft Excel; strong verbal and written communication skills; ability to relate to and address customer concerns promptly, tactfully and confidentially; strong time management and organizational skills; computer and Internet skills; presentation skills; all are required.

### NOTE

Please follow application procedures found on this webpage, or email [stumDE@state.gov](mailto:stumDE@state.gov) with your questions.

*Only short listed candidates will be contacted.*

*An Equal Opportunity Employer*