

US Embassy Bujumbura EMPLOYMENT OPPORTUNITY!

Administrative Assistant: FSN-07

Vacancy Announcement: No. 2016-21

Opening Date: September 26, 2016

Closing Date: October 7, 2016 at 12:00

Work Hours: Full-time; 40 hours/week

BASIC FUNCTIONS

The position is located in USAID/Burundi and serves as the Administrative Assistant. The primary purpose is to support administrative, travel, and records management issues on behalf of the USAID office and staff

REQUIRED QUALIFICATIONS:

Education: Completion of secondary school. **Work Experience:** Six (6) years of previous administrative experience is required. **Language Proficiency:** Level III English and French both written and spoken are required, Fluency in Kirundi is also mandatory.

Conversational Swahili is an added advantage. **Knowledge:** The incumbent must have thorough knowledge and proficiency of office procedures and practices, including filing (manual and electronic) and be able to readily learn the USAID guidelines from the ADS 500 series. **Skills and Abilities:** Proficiency in using the current computer packages is a requirement. Must also, be proficient in the use of email and internet. Interpersonal skills and personal maturity is critical. The incumbent must be able to relate well to a variety of professionals and to prioritize efforts to serve all interests. The ability to maintain clear and open office communication as well as confidentiality is essential.

TO APPLY FOR THIS POSITION

The application form is available at <http://burundi.usembassy.gov/employment-opportunities.html>. Interested applicants for this position **must** submit the DS-174 application form and a current résumé or a curriculum vitae that provides additional information.