



**Vacancy Announcement**  
Embassy of the United States of America  
Bujumbura, Burundi

**EMPLOYMENT OPPORTUNITY!**

**Vacancy Announcement No. 2018-09**

**Open To:** All interested candidates - All Sources

**Position:** Shipping Assistant

**Opening Date:** July 2, 2018

**Closing Date:** July 16, 2018 at 16:00

**Work Hours:** Full-time; 40 hours/week

**Note:** Closing time for submission of physical applications at the Embassy is 16:00 (Monday to Thursday) and 11:00 on Friday.

**BASIC FUNCTIONS**

The Shipping Assistant performs duties, arranges for, and facilitates the incoming and outgoing shipment and customs clearance of household and personal effects, other property of U.S. citizen personnel and U.S. Government equipment and supplies. Supervises pack outs of U.S. citizen personnel who departs post.

**REQUIRED QUALIFICATIONS:**

**Education** – Two-year university degree required. **Work Experience** – Two to four years of progressively responsible experience in the transportation or a closely related field is required. Knowledge of local customs laws necessary. **Language Proficiency** – Level III (Working Knowledge) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing French is required. **(These will be tested).** **Knowledge:** A detailed knowledge of Burundian customs regulations and procedures. A good knowledge of local shipping carriers and contractors. **Skills and abilities:** Level III typing. Ability to use MS Word and Excel required. Must be tactful, yet effective, in dealing with host country customs officials and with officials of shipping, packing, and transfer companies and with US citizen personnel. Valid drivers license required for small cars, carry-alls and small trucks desirable. **(This will be tested.)**

**TO APPLY FOR THIS POSITION:**

1. Interested applicants for this position **must** submit the Universal Application for Employment (UAE) (Form DS-174) and a current résumé or curriculum vitae that provide additional information. The application form is available at <https://bi.usembassy.gov/embassy/jobs/>.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)