



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

**EMPLOYMENT OPPORTUNITY!**

**Vacancy Announcement No. 2018-11**

**Open To:** All interested candidates - All Sources  
**Position:** Community Liaison Administrative Assistant  
**Opening Date:** August 13, 2018  
**Closing Date:** August 27, 2018 at 16:00  
**Work Hours:** Full-time; 48 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**

Serves as Administrative Assistant covering the CLO Office to ensure that all administrative functions of the CLO Office are effectively completed. This position reports to the Community Liaison Office Coordinator.

**REQUIRED QUALIFICATIONS:**

**EDUCATION:** High School Diploma Required. **EXPERIENCE:** Minimum 2 years of work experience with embassies, multinational organizations, government, and/or businesses. Strong customer service and interpersonal and effective networking skills are required. **JOB KNOWLEDGE:** Serves as a resource person for the Mission in providing services, guidance, suggestions, and suitable referrals based on sound knowledge of, and familiarity with, the mission and community resources. **LANGUAGE:** Level IV (Working Knowledge) Speaking/Reading/Writing English is required. Level III (Working Knowledge) Speaking/Reading/Writing French is required. Level III (Working Knowledge) Speaking/Reading/Writing Kirundi or Kiswahili is required. **(These will be tested.) (These will be tested.) Skills and abilities:** Ability to listen and counsel employees and supervisors on work related issues and problems. The job holder must have a valid local driver's license **(This may be tested.)**

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

**TO APPLY FOR THIS POSITION:**

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/>.