



VACANCY ANNOUNCEMENT

No. 2009-012	Date: July 14, 2009	Ref:
Subject:	RECEPTIONIST	
Location:	ABUJA – EXECUTIVE OFFICE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Receptionist, FSN-4

OPENING DATE: July 14, 2009

CLOSING DATE: July 28, 2009

WORK HOURS: Full-time; 48 hours/week

SALARY: FSN: N1,291,708.00 p.a (Starting basic salary on FSN-4 Position Grade)
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

NOTE: Recruitment/Position is subject to the availability of funding.

USAID/Nigeria in Abuja is seeking to employ a suitable and qualified candidate for the position of Receptionist in the Executive Office.

BASIC DUTIES OF THE POSITION:

The incumbent serves as control officer for visitors. He/she will be the first point of contact with USAID/Nigeria customers which includes Embassies, NGOs, Nigerian Government Officials, Nigeria/American visitors and others as well as take messages, provide and obtain information.

MAJOR DUTIES OF THE POSITION:

Greet Visitors, obtain information, notify staff of visitors, verifies appointment and work with the security guards to ensure that all visitors are escorted within the Mission by the receiving office; Provides information in response to visitors or telephone inquires; Operates the Mission Switch

board and route calls to appropriate Mission staff; Tactfully questions visitors and callers to determine the precise nature of their visit/inquires; Maintains phone listing of Mission staff, key government officials/offices and implementing partners; Assist the guards to ensure proper sign-in/sign-out procedures are in place. Perform other duties as may be assigned.

MINIMUM REQUIREMENTS:

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. A University Degree in Art/Social Sciences is required.
2. At least 2 years of prior administrative experience is required.
3. Good knowledge of Administrative office procedures.
4. Ability to interact with visitors and obtain information; Good interpersonal skills and computer skills in Word & Excel is required.
5. Excellent command of spoken English (Level IV) is required.

SELECTION PROCESS:

It is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees who are qualified will be given preference.
4. Only successful applicants who meet the minimum requirements will be notified.
5. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
6. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

HOW TO APPLY:

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

SUBMIT APPLICATION TO:

The Executive Officer
USAID/Nigeria
7 – 9 Mambilla Street
Off Aso Drive
Maitama
Abuja

POINT OF CONTACT:

Tel: 09-461-9300 ext. 9323

CLOSING DATE FOR THIS POSITION IS: July 28, 2009

An Equal Opportunity Employer

Approved:EXO: BPalmer
Drafted:HR: JUdomi
Cleared:EXO: IOgungbayo