



USAID | RWANDA

FROM THE AMERICAN PEOPLE

VACANCY ANNOUNCEMENT: 2014 – 001

OPEN TO: All Interested Candidates.

POSITION: Administrative Assistant, Grade Level: FSN-7

BASIC SALARY: From **FRW 5,964,917** to **FRW 10,140,361** per year

OPENING DATE: January 22, 2014

CLOSING DATE: February 07, 2014 at 12:00 pm (Kigali Time)

WORK HOURS: Full-time; 40 hours/week.

USAID/Rwanda is seeking an Ordinarily Resident citizen or individual with the required work permit for employment as Administrative Assistant.
USAID/Rwanda offers an Equal Employment Opportunity (regardless of age, sex, race, handicaps, national origin, etc).

BASIC FUNCTION OF POSITION

The Job holder serves as the Administrative Assistant and Office Manager providing support services to the Health Office. The incumbent is the key focal point for all communications between office staff, USAID/Rwanda, and all other organizations. He/she carries out day-to-day administrative support activities and clerical duties required by the Health Office including assistance to Activity Managers, COTR/AOTR, as required. S/he ensures all routine administrative reports, time cards, and other routine administrative documents are submitted on time. Maintains all official files for the Health Office. He/she reports directly to the Supervisory Health Development Officer.

A copy of the complete position description listing all duties and responsibilities is available at the USAID/Rwanda Website: <http://www.usaid.gov/rwanda/partnership-opportunities>

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

Education:

College degree with technical training in secretarial or business school is required, and should include courses in typing, office practices, word processing, office management, etc.

Prior Work Experience:

At least three years of progressively responsible secretarial/administrative and clerical experience is required.

Language Proficiency:

Excellent French and English Level IV, fluent knowledge of oral and written English is required. Fluency in Kinyarwanda is also preferred.

Knowledge:

A general understanding of Rwanda's economic, social, and political situation is required. Must have good knowledge of correspondence formatting and reporting procedures, mail handling, and timekeeping procedures.

Skills and Abilities:

Level 2 typing ability (minimum of 40 words per minute) is required. Must have demonstrated administrative, secretarial and clerical skills. Proficiency in operating word processing equipment and knowledge of spreadsheet software required. Must be able to work under pressure and have good interpersonal relations skills.

Current employees serving a probationary period are not eligible to apply.

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. If the selected applicant does not fill all the position requirements, he/she may be started at training level.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

HOW TO APPLY

Interested applicants for this position **must** submit all of the following or their applications won't be considered:

1. Application for employment as locally employed staff or family member form (DS-174) which is provided at the link: http://transition.usaid.gov/rw/our_work/opportunities/jobs.html
2. A current resume or curriculum vitae that provides the same information as in the DS-174;
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY E-MAIL TO:

Human Resources Office,
USAID/Rwanda
E-mail: Kigalihr@usaid.gov
Tel: 0252-596800, Ext. # 2627 and # 2693

CLOSING DATE FOR THIS POSITION: February 07, 2014 at 12:00 pm (Kigali time).