



USAID
FROM THE AMERICAN PEOPLE

USAD/West Africa is looking for a highly motivated and qualified Ghanaian for the position of **Rover Secretary**. The position will serve as the Mission's **Roving Secretary** in the Executive Office and other USAID Mission offices when the Secretary/Admin. Assistant is on leave.

Basic Requirements

Post-secondary school training in secretarial and administrative services. Minimum of two years secretarial experience is required.

Level II (40 wpm) typing with a high degree of accuracy is required. Competence in using various computer software applications such as Microsoft Office Suite is required. Well-developed interpersonal skills to deal with and work comfortably with personnel of different nationalities is required. Excellent customer service and communication skills are essential.

For the full requirements for the position and job description please contact acpersonnel@usaid.gov or <http://www.usaid.gov/gh/employment/index.htm>

SALARY RANGE: GH¢ 10,849.00 – GH¢ 16,269.00 (depending on qualification and experience)

Interested individuals should submit cover letter and curriculum vitae with referees to:

The Rover Secretary Position

USAID/West Africa
P.O. Box 1630, Accra

Or by Email: acpersonnel@usaid.gov

CLOSING DATE: DECEMBER 13, 2010

Applications on file may be considered.

(Please note that only short-list applicants will be contacted.)