



USAID
FROM THE AMERICAN PEOPLE

VACANCY ANNOUNCEMENT

USAID/West Africa is looking for a Bi-lingual Program/Administrative Assistant.

The position is located in the Health and Nutrition Office, and the incumbent provides a variety of program, administrative and secretarial support for all the staff in the Health office.

MAJOR DUTIES AND RESPONSIBILITIES

- Prepare, finalize and circulate for approval the full range of administrative and project implementation documents, including: two column documents in French and English; formal letters; responses to invitations in French and English; vouchers; faxes; correspondence with implementing partners, action memos, statements of work, independent government cost estimates and other required documents/reports as directed by the Health Team Leader and/or CTOs (Cognizant technical officers).
- Maintain Supervisor's calendar, make complete arrangements for Health Office team meetings and large forum conferences with health sector partners, make complete arrangement for the incoming and outgoing official travels of visitors and staff, maintain current project and administrative files, etc.
- Support the health team and CTOs, to monitor health activities by collecting relevant data, monitoring progress of results identified, analyzing and interpreting findings and summarizing these findings in follow-up reports for use by technical staff.
- Work closely with the USAID/WA Program Office and Health Team Leader and/or Deputy Team leader to ensure that the Field Support budget database accurately reflects the approved USAID/WA health office budget and with the Financial Analyst to ensure that the USAID accounting system, Phoenix, accurately reflects money obligated and disbursed;

Salary Range: GH¢ 9,018 - 13,528 (depending on qualification and experience)

(You may obtain the full position description from the HR Office)

Education & Prior Work Experience: A Bachelor's Degree in business studies, public health, social sciences, or other health-related field. At least five years of progressively responsible experience in program and administrative support to medium to large-scale enterprises or international organizations, with demonstrated expertise in managing information and administrative support to multiple staff members.

Language Proficiency: Fluency in speaking, reading, and writing in English and French is required. Incumbent should be able to identify and organize information from documents in both languages, as well as conduct technical discussions in both languages.

Skills and abilities: We are looking for that unique person who is a self starter who will be willing to learn and apply new skills to improve professional and technical performance in the position. The incumbent must be able to collect and use relevant health data in preparing precise and accurate reports. High level of proficiency in word processing and Excel is required; knowledge of MS Power-point is desirable. Must have tact and excellent interpersonal skills.

Interested individuals should please apply to:

The WA Health Bi-lingual Program/Administrative Assistant Position

USAID/West Africa

P.O. Box 1630, Accra

Or by email: acpersonnel@usaid.gov

CLOSING DATE: December 5, 2008