

VACANCY ANNOUNCEMENT

USAID/ Ghana is looking for a Ghanaian national for the position of **Program Assistant** in the Health, Nutrition and Population Office. The incumbent will provide a variety of program assistance, research, analysis, administrative and clerical support services to the Health Office as a whole, and the HIV/AIDS team in particular.

MAJOR DUTIES AND RESPONSIBILITIES

- Tracks and updates all program documents for HIV/AIDS program areas including budgets, contracts, grants, correspondence, reports and all other critical information, in conformance with Agency directives.
- Tracks budgets including accruals, pipelines and other significant aspects of project funding. Prepares MAARDS for acquisition or assistance actions. Performs data entry for Agency systems.
- Assists with organization and facilitates meetings, setting up technical discussions with outside partners, and large forums or conferences with health sector partners.
- Works in tandem with other administrative staff to plan and assist in office-wide tasks including preparation of large events, major documents, shifts in office space or comprehensive orientation of new employees.

(You may collect the complete copy of the position description from the HR office.)

Education & Prior Work Experience

Post secondary school training (Diploma) in Secretarial or Business Studies is required. A degree in Business Studies or related field is preferred. At least three to five years of progressively responsible program /administrative experience, including at least two years experience in a large corporate local or international organization.

Skills and abilities: The incumbent for this position should have sound knowledge of office practices and basic filing systems and should be able to maintain and update financial records. He/she should be willing to learn and apply new skills to improve professional and technical performance in the position. The ability to organize activities and manage time is essential as well as excellent computer skills, demonstrated interpersonal, teamwork, customer service, and administrative skills to achieve results in an efficient and effective manner.

SALARY RANGE: GH¢ 8,223.00 – GH¢ 12,33.00

Interested individuals should please apply to:

The Program Assistant Position

USAID/West Africa

P.O. Box 1630, Accra

Or by email: acpersonnel@usaid.gov

CLOSING DATE: November 14, 2008

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