



**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.

**MAJOR DUTIES AND RESPONSIBILITIES** *(include but not limited to):*

As Roving Secretary, performs various secretarial duties when filing in for an absent secretary. Duties performed include but are not limited typing various documents from a variety of sources, maintaining office director's calendar, making arrangements for both local and international travel, maintaining a filing system in accordance with established AID procedures and prevailing practice in the Department, and screening all incoming telephone calls and visitors and determining which calls and visitors to be permitted.

*(Please contact [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov) or <http://www.usaid.gov/westafrica/employment/index.htm> for a detailed job description)*

**Education & Prior Work Experience**

Post secondary school training in secretarial and administrative services plus at least two years secretarial experience is required.

**Required Skills and abilities:**

Fluency in spoken and written English and excellent customer service skills are required. Level II (40 wpm) typing with a high degree of accuracy and competence in using various computer software applications such as Microsoft Office Suite. Well-developed interpersonal skills to deal with and work comfortably with personnel of different nationalities.

**SALARY RANGE: GH¢8,879.00 – GH¢13,319.00 (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 No. 24 Fourth Circular Rd., Accra

**Or by Email: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)**

**CLOSING DATE: April 23 , 2010 . Late applications will not be considered**

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