



**USAID**  
FROM THE AMERICAN PEOPLE

USAID/West Africa is seeking a 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):*

1. Compose and type letters, documents, memos etc. for Officer's signature;
2. Assist HR Assistant with entering data into medical data base;
3. Provide full secretarial assistance to technical offices when required; and
4. Perform any other duties that may be assigned from time to time.

**SALARY RANGE: GH¢6,843.34 – GH¢10,265.01**

**Education & Prior Work Experience**

Post secondary school training in secretarial and administrative services as well as two years secretarial experience is required.

**Skills and abilities:**

Computer skills required include the ability to easily function in Microsoft Outlook, WORD, and EXCEL.

**PLEASE APPLY 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: DECEMBER 31, 2008**

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