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| **USAID/GUINEA IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:**  **CCN ADMINISTRATIVE ASSISTANT**  **Position is open to all Sierra Leone's nationals and those eligible for permanent residence and authorization to work in Sierra Leone** |
| JOB ANNOUNCEMENT NUMBER**: SOL-72063621R10002-1**  BASIC FUNCTIONS OF THE POSITION**:**  The incumbent serves as the principal administrative support person for the Office Chief and reports to him/her directly and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, ensuring other Office staff members may be more effective.  The Administrative Assistant is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Administrative Assistant is responsible for coordinating information about the Office and making sure that information gets to customers on a timely basis and in a professional manner.  **Education:** Two or more years of post-secondary schooling in Secretarial Science or Business Administration, or other related field equivalent to a US junior college or community college diploma, is required.  **Work experience:**  A minimum of three years of administrative or secretarial work experience, of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions are required.    **Language Proficiency:**  Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.  **DEADLINE TO RECEIVE APPLICATIONS**:  **March 22, 2021, Midnight Local Time**  **HOW TO APPLY**: **Interested applicants MUST submit a complete application package which includes:**  *** A cover letter***  *** An AID 309-2 form***  *** A detailed resume and***  *** 3 to 5 References.***  To ensure consideration of applicants for the intended position, **please reference the solicitation number on your application**, and **as the subject line in any cover letter**, as well as using the address/delivery point specified in this solicitation  All the above-mentioned documents are **REQUIRED**, must be **SIGNED**, prepared in **ENGLISH** and should **be addressed** as to the attention of the Human Resources Office, USAID Guinea/Sierra Leone via this email address – [Conakrypscjobs@usaid.gov](mailto:Conakrypscjobs@usaid.gov)  A***copy of the Solicitation listing all duties and responsibilities can be found at USAID*** [***https://www.usaid.gov/guinea/work-with-us/careers***](https://www.usaid.gov/guinea/work-with-us/careers) ***or on the US Embassy websites*** [***https://gn.usembassy.gov/embassy/jobs-at-the-embassy/***](https://gn.usembassy.gov/embassy/jobs-at-the-embassy/) **or** [**https://sl.usembassy.gov/embassy/jobs/**](https://sl.usembassy.gov/embassy/jobs/)   * ***Form AID 309-2 can be found at:*** [***https://www.usaid.gov/forms/aid-309-2***](https://www.usaid.gov/forms/aid-309-2)   ***Due to the number of applications, we receive, only applicants who have been short-listed will be contacted by USAID/Guinea*** |