



USAID
FROM THE AMERICAN PEOPLE

WEST BANK/GAZA

SECRETARY

Closing Date: 09/24/2008

Who may apply: All Interested Candidates

Length of Service: Two year renewable

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of Secretary in the Office of the Director (DIR) of the USAID Mission for West Bank & Gaza. The primary purpose of this position is to assist the Office of the Director including the Regional Legal Advisor (RLA) by performing a variety of administrative, secretarial and clerical support duties. The incumbent is expected to also provide backup to the other Director's Office secretary in the event of absence, peak workload etc. as well as to other Mission offices as directed by the supervisor. This position is based in Tel Aviv and requires the ability to commute to the office daily. The work environment is open, with a current staff of about 130 people and requires motivated, customer service-oriented individuals.

QUALIFICATIONS SOUGHT:

- Completion of secondary school is required. Completion of studies leading to a certificate in secretarial school or training in a closely related group of skills such as computer word processing, and secretarial skills is highly desirable.
- A minimum of three years of progressively responsible work experience in secretarial and administrative duties is required.
- Must have a thorough knowledge of general clerical and administrative practices and procedures; attention to detail is critical.
- Ability to maintain confidentiality is essential.
- Good knowledge of PC software applications is required.
- Level IV (Fluent) in English is required.

HOW TO APPLY:

Send a typed CV in English along with a cover letter to USAID's HR Office by fax at 03-511-4894 or by email to: hrwbg@usaid.gov. Please specify the AD CODE if you first saw this position advertised in a local newspaper. Applications must be received by COB, **September 24, 2008**. Only qualified applicants will be considered. Only those applicants short-listed for interview will be contacted. The U.S. Government is an Equal Opportunity Employer.