



Embassy of the United States of America

Guatemala City, Guatemala

October 13, 2010

**USAID VACANCY ANNOUNCEMENT
NUMBER**

OPEN TO: Foreign Service National (FSN) Employees

POSITION: Development Clerk FSN-06

OPENING DATE: October 14, 2010

CLOSING DATE: October 28, 2010

WORK HOURS: Full time; 40 hours/week

SALARY: **Position grade FSN-06**

The U.S. Agency for International Development (USAID) is seeking an individual for the position of **Development Clerk FSN-06** in the Enterprise, Trade & Environment Office (ETEO).

BASIC FUNCTION:

The incumbent serves as Development Clerk under Strategic Objective 2: Economic Freedom: Open, Diversified, and Expanded Economies. Provides secretarial services for all staff members of the agriculture and environment subcomponent and promotes communication and functioning of the Enterprise, Trade & Environment Office.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item in order to be considered for the position.

1. Bilingual Secretarial School or equivalent degree is required.
2. Three to five years of prior work experience is required.

3. Level IV (Fluent) Spanish and Level IV (Fluent) English required. (**Note:** Candidate's oral and written English skills will be evaluated as part of the selection process.)
4. Skills in operation of word processors and office information systems, in managing spreadsheet software (Excel), and Power Point are required.
5. Ability to communicate effectively, both in written and oral form is required.
6. Incumbent must have ability to translate between English and Spanish. Must possess ability to maintain contacts and deal with USAID and host country personnel to process and clear documents.

TO APPLY:

Applicants interested in this position must fill an application form which can be accessed at: <http://www.usaid.gov/gt/employment.htm>. After completing the form, please send the application form, curriculum vitae and salary history via email to Guatemalavacancies@usaid.gov. **Applications without any of the documents described above will not be considered.**

CLOSING DATE FOR THIS POSITION: October 28, 2010

The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, gender, national origin, age disability, political affiliation, marital status, or sexual orientation.