American Embassy

Corner of Independence and United Nations Avenues
P.O Box 31617, Lusaka, 10101, Zambia
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GENERAL SERVICES OFFICE (GSO) ASSISTANT

The U.S. Embassy in Zambia invites applications from suitably qualified and experienced individuals to fill **two (2) positions** of GSO Assistant in the Mission's General Services Office.

CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 10, with a starting salary of ZK 150,528,840 per annum.

MAJOR DUTIES & RESPONSIBILITIES

Incumbents assist the General Services Officer in the daily management of the GSO section by providing direction, supervision and guidance of the day to day operations. The position will rotate portfolios within GSO and will cover the Procurement, Leasing and Housing, Warehousing and Inventory Control, Motor pool, and Customs and Shipping functions. Assists GSO to formulate policies, establish and maintain appropriate internal controls for the safeguard of USG assets and best use of USG funds, project management plans and strategic planning in coordination with GSO, Facilities Maintenance, Financial Management Office and the Management Office. This position has a 40 hour per week work schedule with routine overtime.

REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Four year Bachelors degree in Business Administration, Business Management, Public Administration, Commerce, or Procurement is required.
- Level IV (Fluent) written and spoken English is required.
- Three years of progressively responsible relevant experience such as Procurement, Management, Customer Services, Real Estate Management and/or Logistics Management with at least one year of supervisory experience is required.
- Good management, interpersonal, and prioritizing skills are required.
- Must be highly detail oriented and scrupulously honest.
- A valid driver's license is required.

NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

An Equal Opportunity Employer

Candidates meeting the above requisites should send their applications including CVs and copies of certificates, no later than **June 1, 2010** to: Human Resources Office, American Embassy, Corner of Independence and United Nations Avenues, P.O. Box 31617, Lusaka.

Only short listed candidates will be contacted.

An Equal Opportunity Employer