

Administrative Management Assistant

Apply Now

Company: U.S. Embassy in Uganda

Location: Kampala

Category: other-general

Security Clearance Required

: Local Security Certification or Public Trust

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

<https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Uganda is seeking eligible and qualified applicants for the position of Administrative Management Assistant (CDC).

The work schedule for this position is:

Full Time, 40 hours per week

Start date: Candidate must be able to begin working within a reasonable period of time following receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The job holder oversees the day-to-day administrative functions and logistical coordination in support of one or more branches in the Centers for Disease Control Uganda country office. The specific work portfolio includes office management, transcription and distribution of meeting minutes, preparation of correspondence and documents, travel arrangements, procurement processing, maintenance requests, time and attendance, motor pool arrangements, and other administrative duties as assigned.

Download: Detailed Position Description | PD -Public Health Admin Assistant – Kampala

Qualifications and Evaluations

EDUCATION Completion of two-year College or University Studies is required.

Requirements:

EXPERIENCE: Two years of office administration or secretarial experience in a busy and multi-cultural organization/institution is required.

JOB KNOWLEDGE: A general knowledge of secretarial work, office management procedures, and office automation software (e.g Microsoft Office processing programs) is required.

Evaluations:

LANGUAGE: English level IV (Fluent) speaking and writing ability is required. And Luganda Level 3 (Good working knowledge) speaking, reading and writing ability is required. **This may be tested.**

SKILLS AND ABILITIES: Excellent and accurate typing and computer skills where both accuracy and speed is required. Ability to draft correspondence and establish and maintain files in an orderly fashion is required. Must demonstrate methodical work habits. **This may be tested.**

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below.

Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM

(3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active-duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

[Apply Now](#)

Cross References and Citations:

1. [Administrative Management Assistant Jobs Kampala ↗](#)
 2. [Administrative Management Assistant Jobs Kampala ↗](#)
 3. [Administrative Management Assistant Jobs Kampala ↗](#)
 4. [Administrative Management Assistant Jobs Kampala ↗](#)
 5. [Administrative Management Assistant Jobs Kampala ↗](#)
 6. [Administrative Management Assistant search Kampala ↗](#)
 7. [Administrative Management Assistant job finder Kampala ↗](#)
1. [Administrative Management Assistant jobs ↗](#)
 2. [Administrative Management Assistant jobs ↗](#)
 3. [Administrative Management Assistant jobs ↗](#)

embassy-in-ugan-e3f49f89c6/

Generated on: 2024-05-06 by Expertini.Com