

GSO Administrative 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 GSO Administrative Assistant.

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: Position is responsible for performing office management; administrative and clerical duties for the General Services Office and to provide customer support to its clients.

Download: Detailed Position Description | PD – GSO Administrative Assistant – Kampala

Qualifications and Evaluations

EDUCATION: Completion of two years of general university studies is required.

Requirements:

EXPERIENCE: Two years of progressively responsible office management experience is required.

JOB KNOWLEDGE: Must have knowledge of general office management and administrative procedures. Knowledge of local and U.S. Government offices (Ministry of Foreign Affairs (MFA), Uganda Revenue Authority (URA), Registry of vehicles, municipal water and electricity departments) and processes to complete assigned duties is required.

Evaluations: (This may be tested)

LANGUAGE: English level IV (Fluent) Speaking and Writing ability is required.

SKILLS AND ABILITIES: Typing speed of 40 w.p.m. Must be computer literate. Knowledge of MS Word, Excel spreadsheets, presentations (PowerPoint) and e-mail systems. Ability to obtain, organize, and present factual data in a logical way is required. Ability to exercise sound judgment, apply pertinent regulations, and follow through on a wide variety of assigned work projects is required.

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

Source: <https://ug.expertini.com/jobs/job/gso-administrative-assistant-kampala-u-s-embassy-in-ugan-b33175e3d3/>

Generated on: 2024-05-06 by [Expertini.Com](#)