



DEPARTMENT OF THE TREASURY
BUREAU OF THE PUBLIC DEBT
PARKERSBURG, WV 26106-1328

SOLICITATION NO: RFQ-ADF-12-0004
Administrative Assistant
January 23, 2012



JOB VACANCY
ADMINISTRATIVE ASSISTANT (AA)

BACKGROUND

The African Development Foundation (ADF) is an agency of the United States Government. ADF supports private businesses, farmers' cooperatives, associations, and various community-based organizations, especially those serving marginalized people, engaged in economic and social development activities. The Foundation started its funding activities in Burkina Faso in 2008. ADF's office in provides on-going support to projects that have been financed and also continues to identify viable local small and medium-sized enterprises that show potential to create employment opportunities, generate incomes and have broad social impact beyond the project activity.

ADF seeks a qualified individual to serve as an Administrative Assistant for the ADF Field Office in Ouagadougou, Burkina Faso.

KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:

Required:

- Minimum high school diploma/or professional certifications in office administration or secretarial work.
- Ability to use modern Information Computer Technology equipment: telephone exchange, computer, copier, printer, scanner and fax machine.
- Proficiency in Microsoft applications, including Word, Excel and Power Point.
- Ability to prioritize and multi-task effectively in a fast-paced environment.
- Discretion, good judgment, and good organizational ability.
- Fluent in written and spoken French and working knowledge of English.
- Good interpersonal skills.
- Minimum of three years of administrative/secretarial work experience with a business, Non-Governmental Organization (NGO) or other institution or agency.
- Experience in filing and records management.
- Experience and knowledge of handling petty cash and assisting with the preparation of financial reports.
- A list of three (3) references with contact information (telephone and if available, email).

HOW TO APPLY

This job announcement is solely intended to advertise the Administrative Assistant position opening. To apply for this position, **YOU MUST RESPOND IN ACCORDANCE WITH THE SOLICITATION # RFQ-ADF-12-0004 POSTED AT <http://www.usadf.gov/contracting.html> or a COPY OF THE SOLICITATION CAN BE OBTAINED AT THE ADF FIELD OFFICE LOCATED IN OUAGADOUGOU, BURKINA FASO.**