



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

SOLICITATION NO: RFQ-ADF-12-0022  
Administrative Assistant  
February 1, 2012

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## JOB VACANCY

### ADMINISTRATIVE ASSISTANT (AA)

#### BACKGROUND

The United States African Development Foundation (USADF) is an agency of the United States Government. USADF supports community-based organizations, farmers groups, and businesses, engaged in income generating activities that serve marginalized peoples.

USADF seeks a qualified individual to serve as an Administrative Assistant (AA) for its field office in Dar es Salaam, Tanzania.

#### KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:

##### Required:

- Ability to perform the required administrative services as described in the SOW
- 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.
- Speaks Fluent in Swahili and English.
- Good interpersonal skills and experience in dealing with grassroots groups
- Ability to use modern ICT equipment: telephone exchange, computer, copier, printer, and scanner
- At least 2 years of experience in office administration at a public or private organization.
- Experience and knowledge of handling petty cash, bank account reconciliation and financial report preparation.

#### 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-12-0022 POSTED AT <http://www.usadf.gov/contracting.html> or a COPY OF THE SOLICITATION CAN BE OBTAINED AT THE ADF FIELD OFFICE LOCATED IN DAR ES SALAAM, TANZANIA.** Applications shall be e-mailed to [psb1@bpd.treas.gov](mailto:psb1@bpd.treas.gov) with the subject line RFQ-ADF-12-0022, attention Garen Davis and received by 23:59pm ET on February 22, 2012. Late or incomplete applications will not be considered.