



American Embassy Banjul Vacancy Announcement

SUBJECT:
MAIL CLERK

CLOSING DATE:
August 14, 2009

JOB VACANCY ANNOUNCEMENT

The U.S. Embassy/Banjul is seeking an experienced individual with the required work permit for employment in country for the position of a **Mail Clerk** in the Mailroom of the Information Management Office. Under the direct supervision of the Mailroom Supervisor and the Information Management Officer (IMO), the incumbent is responsible for receiving and sending out unclassified pouch and international mail and preparing all documentation for outgoing mail. Delivers and collects executive mail to and from various government agencies within the environs of Banjul.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

Education: Completion of secondary school is required.

Experience: One year of mail handling experience is required.

Language: Level III (good working knowledge) English reading, writing and speaking ability is required.

Knowledge: Must have a good working knowledge of mail handling procedures. Must have good knowledge of computer programs, e.g., Microsoft Word, Excel, Access, Microsoft outlook, Internet, etc.

Abilities/Skills: Must be able to deal effectively with airport, post office and DHL officials. Must possess a local driver's license and must also be familiar with Gambian traffic regulations and local traffic signs.

TO APPLY:

Interested candidates for this position should submit the following:

- Application for Employment (OF-612) - available at the Embassy
- A current resume
- Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

Interested applicants should collect and submit a completed employment application form (OF-612) to the Embassy's Human Resources Office no later than Friday, August 14, 2009.

Please note that only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer (EEO).