



U.S. Embassy Niamey, Niger

Employee Association

Job Posting

Position Title: General Manager

Position type: Full Time

Location: U.S. Embassy Niamey

Organization Description: The U.S. Embassy Employee Association exists to assist the employees of the embassy with goods and services, facilitate the Temporary Duty (TDY) House and provide morale and wellness functions to the community.

Job Description: The General Manager will assist the Employee Association Board of Directors with its mission by running the day to day affairs of the Employee Association. These duties include, but are not limited to:

- Administering association general business, budgeting for operations and interacting with the membership.
- Attending meetings of the Board of Directors and offering a professional opinion on matters under discussion.
- Hiring personnel for the TDY House, making work assignments and managing their needs.
- Directing the finances of the association
- Acquiring supplies, merchandise and consumables
- Managing the Orange wi-fi and dry cleaning service for members

Qualifications:

- Working knowledge of Microsoft Office
- Previous management experience
- Language: English level 2/2, French level 2/2
- Interpersonal skills

Application Instructions: Please fill out attached application along with your resume.

Application can be submitted by email (eaniamey@gmail.com)

This position is not a direct employee of the United States Government and will be under the regulations and laws of the Government of Niger.

Closing Date: December 9, 2016