

ANNOUNCEMENT NUMBER: EA-02/09

OPEN TO: All Interested Candidates
FROM: Embassy Doha Employee Association (EDEA)
POSITION: Employee Association Manager
OPENING DATE: October 26, 2009
CLOSING DATE: COB November 9, 2009
WORK HOURS: Part-time; 20 hours/week

NOTE: THE EMPLOYEE ASSOCIATION MANAGER WILL BE EMPLOYED BY THE EMPLOYEES' ASSOCIATION OF U.S. EMBASSY STAFF. THE MANAGER WILL BE GOVERNED BY THE TERMS AND CONDITIONS OF EMPLOYMENT TO BE SET BY THE ASSOCIATION. THIS EMPLOYMENT SHALL NOT BE CONSTRUED TO BE EMPLOYMENT BY THE EMBASSY.

The Employees' Association of U.S. Embassy staff is seeking an individual for the position of Employee Association Manager.

BASIC FUNCTION OF POSITION

The incumbent reports to the Director of the Employees' Association Board and is responsible for managing the operations of the Employees' Association of U.S. Embassy staff. Specific responsibilities include:

- Coordinate the making of Embassy logo items such as shirts and mugs and sell the items to mission staff, TDYers and local community;
- Order alcoholic beverages from duty free distributor and sale to mission staff as directed by the Board;
- Handle cash from sale of items in accordance with standard operating procedures prescribed by the Board;
- Work jointly with the local contracted cafeteria provider to ensure quality food services and business procedures.
- Coordinate on-site personal services (e.g. hair stylist);

- In conjunction with the CLO, host functions such as Christmas party and bazaar; organize other similar parties, as appropriate;
- Draft and submit periodic financial and activity reports to the supervisor in accordance with requirements set by the Board.
- Periodically review and update Membership Handbook, Licensing Agreements, insurance policies, and other Association documents as necessary.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of high school preferred.
2. Prior Work Experience: One-year office management experience preferred.
3. Language Proficiency: Level III (good working knowledge) speaking/writing English required.
4. Knowledge, skills and abilities: Knowledge of office management, bookkeeping, computer skills in Word and Excel software, and typing skills.

SELECTION PROCESS

The Employees' Association Board will make selection of the best-qualified candidate.

TO APPLY

Interested applicants for this position should submit a resume to the Association through the Embassy Human Resources Office.

Cleared: HRO:CNagle