

تعلن شعبة التأهيل والتوظيف والمتابعة عن توفر فرصة عمل

فرصة عمل

تعلن شعبة التأهيل والتوظيف والمتابعة عن توفر فرصة عمل عن فرصة عمل في السفارة الامريكية بصفة اداري ويمكنكم التقديم من خلال استمارة مرفقة مع التعليمات وهنا نص الرسالة: ALL: ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. U.S. Embassy in Baghdad is seeking eligible and qualified applicants for the position of Administrative Assistant in the Contract Management Office (CMO). BASIC FUNCTION OF THE POSITION: Employee serves as Administrative Assistant for the Contracting Officer's Representative (COR) in Contract Management Office (CMO). Employee performs administrative duties for the COR of the Baghdad Life Support Services (BLiSS) and provides assistance in contract administration, initiates completion of related documents and close out of contracts in accordance with Federal and Department of State Regulations. Employee is also responsible for the submission of various reports required by Post and Washington in accordance with established guidelines and procedures and the maintenance of databases and COR SharePoint site المرفقات: استمارة التقديم... اضغط هنا التعليمات... اضغط هنا

11/05/2016