



EMPLOYMENT OPPORTUNITIES

The GEA is seeking to employ highly motivated and meticulous persons to fill the positions of:

1. Manager, Field Staff
2. Inventory Officer

The **Manager, Field Staff** must possess a minimum of a BSc. Management, Project Management or Accounting with two years relevant experience.

Key competencies required:

- (a) Possess a valid driver's licence;
- (b) Strong sense of responsibility, dedication and commitment;
- (c) Strong report writing skills;
- (d) Ability to execute instructions;
- (e) Strong written and oral communication skills;
- (f) Meticulous with a high level of honesty, reliability and integrity;
- (g) Computer literate.

Inventory Officer must possess a minimum of Certified Accounting Technician level 2 with two years related accounting experience or ACCA level 2 is required.

Key competencies required:

- (a) Strong sense of responsibility and commitment;
- (b) Strong analytical and organisational skills;
- (c) Ability to execute instructions;
- (d) Strong written and oral communication skills;
- (e) Ability to lift 50 lb container unassisted;
- (f) Must be meticulous with a high level of honesty, reliability and professional integrity
- (g) Computer literate.

Complete Curriculum Vitae with cover letter can be submitted by **June 21, 2019** to the GEA, 295 Quamina Street, South Cummingsburg, Georgetown or via email to gea@gea.gov.gy. Detailed job description can be downloaded from the GEA's Website at www.gea.gov.gy. Each envelope must be clearly marked "Vacancy for ____".