



## **CAREER OPPORTUNITIES**

### **BI-LINGUAL ADMINISTRATIVE ASSISTANT AND BI-LINGUAL DRIVER - BENIN**

Established by African States with the support from the World Bank and the African Development Bank, the African Trade Insurance Agency (ATI) is a multilateral insurer headquartered in Nairobi, Kenya. ATI's mandate is to promote and develop trade and investments for and within African countries by offering insurance services.

ATI is seeking to recruit a Bi-lingual Administrative Assistant (French & English) and a Full Time Driver (French & English) to be based in Cotonou, Benin. The detailed job description for these positions can be found on ATI's website career page ([www.ati-aca.org](http://www.ati-aca.org))

#### **How to apply:**

1. Please submit an application letter, curriculum vitae, ATI's Personal History Form and details of your current remuneration package to [recruitment@ati-aca.org](mailto:recruitment@ati-aca.org)
2. The Personal History Form is available on ATI's website ([www.ati-aca.org](http://www.ati-aca.org))
3. The closing date for application is 19 October 2019 at midnight Nairobi time
4. Only candidates who meet the minimum requirements and submit their applications in compliance with points 1-3 above will be considered for this position. Only short-listed candidates will be contacted.

The African Trade Insurance Agency offers a competitive remuneration package and a collegial working environment commensurate with other multilaterals. ATI reserves the right to suspend this recruitment process, to make an appointment at a lower grade, or to make an appointment with a modified job description. Please note that canvassing will disqualify you from consideration in this role.