

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 071-15

OPEN TO: U.S. Citizen Appointment Eligible Family Members (AEFMs) - All Agencies

POSITION TITLE: RSO Office Administrative Assistant, FP-08

OPENING DATE: November 4, 2015

CLOSING DATE: November 18, 2015

WORK HOURS: Part-time 30 Hours/Week; 60 hours Per Pay Period

SALARY: *Not-Ordinary Resident (NOR)
(Position Grade FP-08)

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED IN APPENDIX A BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Freetown is seeking an Appointment Eligible Family Member (AEFM) for employment in Sierra Leone for the position of Regional Security Office (RSO) Administrative Assistant. The position is located in the Regional Security Office and reports to the Regional Security Officer (RSO).

BASIC FUNCTION OF THE POSITION:

Performs a variety of administrative and office management functions in the Regional Security Office; is the first point of contact in the office.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the HR office to obtain a copy or refer to appendix C below.

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 Education required.
- 2. Experience:** Two to three years progressively responsible experience in secretarial or office administrative work required.
- 3. Language ability:** Fluency in written and spoken English required.
- 4. Knowledge:** Must be able to acquire working knowledge and procedures of RSO office files, security standards, procedures and policies within six months from entry on duty. Familiarity with Mission organizational structure. Knowledge of computer programs.
- 5. Other Criteria:** Must be a U.S. Citizen Appointment Eligible Family Members (AEFMs) of a U.S.G. direct-hire or Uniformed service employee. Must have or be able to obtain a top secret security clearance. Must have interpersonal communication skills.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses The qualification requirements of the position as listed above

The Human Resources Section
(Application for RSO Administrative Assistant)
American Embassy
Freetown
FAX: 232-099-105-355
Or send via e-mail to HRFreetown@State.gov

POINT OF CONTACT:

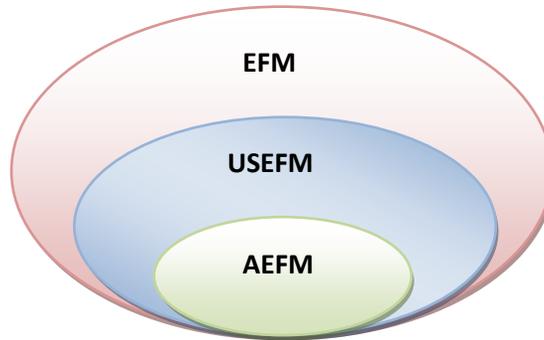
Human Resources Section: 099-105-500

CLOSING DATE FOR THIS POSITION: November 18, 2015

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is

under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** - An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the

LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including

U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Days available to work
- J. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- K. U.S. Eligible Family Member and Veterans Hiring Preference
- L. Education
- M. License, Skills, Training, Membership, & Recognition
- N. Language Skills
- O. Work Experience
- P. References

APPENDIX C

MAJOR DUTIES:

Draft routine correspondence, letters, memos, reports, cables and notices. Conducts background checks, assembles data and processes reports of an investigative and/or technical nature from information received from officers or other sources. Proof reads and edits all correspondence and reports to ensure proper format, accuracy and compliance with regulations;

As the first point of contact in the office, screens and logs all incoming telephone calls, correspondence and incident reports received. Responds to inquiries and requests of a routine nature, or directs to responsible party for action. May manage the security violation program by logging violations, processing and tracking paperwork through completion;

Responsible for keeping all security-related information updated, i.e., briefing materials/ packets, warden systems, EAP, locator information; etc. Serves as custodian of files and classified material;

Maintains time and attendance records, office schedules and calendar of events;

Coordinates all security briefings for mission employees, family members, contractors and TDY personnel. Ensures all appropriate request forms for access and permits are executed and logs, and records are maintained and coordinated with appropriate offices. Monitors deadline dates for submission of reports and action related matter;

Coordinates administrative arrangements for VIP visits, TDY visitors and special functions. Reviews travel vouchers for accuracy and tracks processing and payment. Assists officers and TDY personnel with travel arrangements and accommodations, and processes locator/tracking cables;

Responsible for maintaining stock and inventory of all office supplies. Maintains office equipment, e.g., telephones, personal computers, photocopiers, fax machines, scanner, scheduling preventive maintenance checks and requesting repair and/or replacement as necessary;

Provides basic software support such as archiving and use of office software including the internet and intranet;

Manages the mission ID program by taking photos and processing ID badges for all mission employees, family members and official visitors. Maintain and update

databases or logs used in the issuance, control and accountability of IDs, to include security clearance information. Monitors inventory of equipment and supplies to ensure adequate supply of materials needed;

Provides limited security escort of un-cleared personnel and performs other duties as required.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**