

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 074-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: CDC Director's Administrative Assistant FSN-07; FP-07  
**THIS IS A TERM POSITION FOR ONE YEAR ONLY**

OPENING DATE: November 13, 2015

CLOSING DATE: November 27, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: \*Ordinary Resident (OR)  
(Position Grade FSN- 7)

\*Not-Ordinarily Resident (NOR)  
(Position Grade FP-07)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Administrative Assistant. The position is located in the Centers for Disease Control (CDC) Section and reports to the CDC Director.

## **BASIC FUNCTION OF POSITION:**

Primarily serves as the principle Administrative Assistant to the Centre for Disease Control and prevention (CDC) Country Director. Incumbent serves as the Administrative Assistant to the CDC Director by ensuring adequacy of logistic and administrative arrangements for senior leadership with CDC headquarters and Partners for all jointly conducted activities, and assist in arranging other administrative support requirement for the leadership team.

## **QUALIFICATIONS REQUIRED**

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

- 1. Education:** Two years of general coursework studies at the university level or two years of office management training post-secondary school is required.
- 2. Experience:** Five years of full-time experience in secretarial and /or administrative support is required. At least two years of which must include experience providing secretarial and administrative support to middle/senior manager of organization; two years previous experience working with an international organization/in a multi-cultural setting required at this level is required.
- 3. English Ability:** Level IV (fluency - read/write/speak) in English is required, this will be tested.
- 4. Other Criteria:** The incumbent must have a thorough knowledge of all aspects of administrative support process, including administrative support for professional staff. In addition, the job holder should be familiar with CDC and or US Government administrative policies and procedures.
- 5. Other Skills:** The incumbent must possess excellent interpersonal, communication, and organizational skills. Attention to detail as well as the ability to follow-up rigorously to see work products completed through fruition is required. Must be proficient in operating office machines such as copier, shredder and fax and must be proficient with word processing, and other office computer software programs.
- 6. Interpersonal skills:** Must possess excellent interpersonal, written and communication skills to be able to communicate very well with others.

#### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment.

5. 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](http://freetown.usembassy.gov/job_opportunities.html) AND
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

**SUBMIT APPLICATION TO:**

The Human Resources Section  
(Application for Administrative Assistant to the CDC Director)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 099-105-355

**POINT OF CONTACT:**

Human Resources Section: 099-905-100

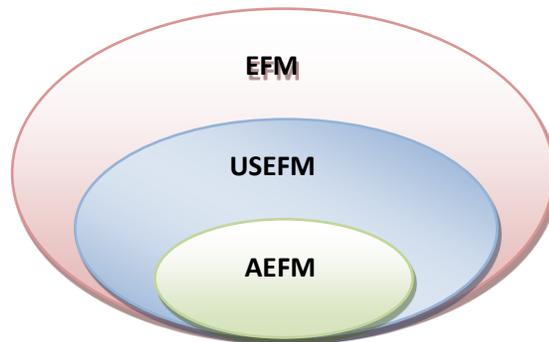
**CLOSING DATE FOR THIS POSITION: November 27, 2015**

The U.S. Mission in Freetown, Sierra Leone 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. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

## APPENDIX C

### COMPLETE JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT TO CDC DIRECTOR

#### Administrative Management

35%

Serves as liaison between the Country Director, Public Health Advisor and/or Deputy Director and individuals in the immediate office and/or subordinate offices, the USG mission in Sierra Leone and other regional missions, Sierra Leone Ministry of Health and Sanitation, United Nations Agencies, NGOs, the general public and other offices. Researches and assembles information about the office's programs from files and records to respond to inquiries. Briefs the Country Director, Public Health Advisor and/or Deputy Director daily on formal and informal inquiries, providing backup materials personally attained on own initiative in anticipation of need. Incumbent conducts routine administrative and clerical tasks as assigned by Country Director, Public Health Advisor and/or Deputy Director.

#### Scheduling, Preparation and Follow-Up

30%

Maintains the Country Director appointment calendar, schedules appointments independently, reminds the supervisor of meetings, briefs leadership on the subject matter prior to the meeting and makes the administrative arrangements as required. Based on the subject matter of the meetings, notifies and coordinates the scheduling of participants, assembles background information for the supervisor without direction, attends meetings, follows up with the participants on action items and reports on the meeting's proceedings. Attends and takes minutes at relevant meetings upon request of the Country Director. Composes and distributes weekly minutes of the Office of Director meetings.

Makes all necessary arrangements for the Country Director upon scheduling appointments or attendance at meetings/conferences based on knowledge of their travel preferences. Develops statements of purpose and prepares travel package (including routing to Atlanta home office for appropriate approvals) for Director. Coordinates with other offices to develop schedule for visits using priorities of Director. Ensures that the Director has a brief on the event itself, including who will be there and potential issues that may arise. Coordinates with program offices or other organization offices, on own initiative or as required, to obtain information or speech material for meetings or conferences.

Ensures functions hosted by the supervisor are well planned and coordinated, appropriate guests are invited and financial responsibilities are discharged. Prepares or ensures calendars/agendas for outside officials are appropriately scheduled.

#### Correspondence and Documentation Control

30%

Formats, edits, revises, proofreads and prints reports, correspondence, memoranda, technical charts, tables and other materials ranging from routine to complex.

Reviews incoming and outgoing correspondence for the Country Director's action. Screens mail and takes appropriate action by rerouting, personally responding to nontechnical letters, screening for suspense dates, establishing controls and setting follow-up dates for attention. Develops background information, prior to referring correspondence to supervisor, by obtaining information from sources which may be available in only one or a very few places; is specialized and not a matter of widespread knowledge; and is complicated because it is scattered in numerous documents or only in the memories of a few employees. Frequently, the information is obtained orally from a variety of sources. Organizes the material for the supervisor and may highlight the most important parts.

Reviews outgoing correspondence for proper attachments, signatures, clearances and conformance to agency procedures and grammatical aspects. Sends official documents to internal and external organization as well as courier express (DHL, FedEx, etc.).

Drafts brief letters and memos after receiving general instructions on the subject matter when correspondence relates to non-technical and administrative matters, for example, memos about deadlines or requirements to submit reports. Revises or edits phrases and sentences to improve or correct the meaning or style of material submitted. Revises or composes acknowledgements, commendations, notifications, letters of transmittal, and official social notes for the supervisor's signature. In preparing collaborative replies to correspondence or reports, relays instructions to staff, collects information and coordinates and consolidates submittal of information.

Independently develops and composes correspondence for matters related to CDC Sierra Leone. Reviews correspondence prepared by the Country Director to assure that it meets all established protocols for formal communications with the local Ministries, UN Agencies, and other local partners. Maintains master files for the Country Director, including contact and mailing lists; distributing mail and other reports as necessary.

Performs Other Duties as assigned by agency 5%

**\*\*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.**