

**U.S. Embassy Rabat ✧ Human Resources Office**

**Vacancy Announcement**

**MAIL CLERK**

**Announcement Number: 11-10**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** MAIL CLERK, FSN-04\*; FP-AA

**OPENING DATE:** Thursday, March 24, 2011

**CLOSING DATE:** Thursday, April 7, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: \$24,518 p.a. (Starting Salary based on 40 hours)  
(Position Grade: FP-AA following confirmation by Washington)

\*Ordinarily Resident: Gross DH101,401 p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package)  
Position Grade: FSN-04

**NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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The U.S. Consulate General in Casablanca is seeking an individual for the Mail Clerk position.

**BASIC FUNCTION OF POSITION:**

The incumbent is responsible for sorting and delivering of pouches and mail, preparing outgoing local and international mail and delivering to the post office. S/he has to run errands within walking distance or use a Consulate moped to deliver/pay phone and utility bills, travel tickets, invitations, etc. S/he has to pick-up procured items and deliver them to the Consulate and the office that requested them.

**For further information, please refer to Position Description attached.**

**QUALIFICATIONS REQUIRED**

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

**Education:** High School is required.

**Experience:** 3 years of office work experience is required.

**Language:** Level 2 (limited knowledge) in English, French and Arabic is required.

**Knowledge:**

-- Knowledge of postal operations is required.

**Skills and Abilities:**

-Computer literacy to include Word & Excel is required.

**SELECTION PROCESS**

When equally qualified, US Citizen EFMs and US 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 Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions.

**TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment, DS-174 form.
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION**

- a) By mail to: Human Resources Office  
Attention: Vacancy Announcement 11-10  
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: [RecruitmentRabat@state.gov](mailto:RecruitmentRabat@state.gov)

**Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.**

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**\*DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- US 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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 US Citizen.

4. 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 US Social Security Number (SSN).

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

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**The US Mission in Morocco 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 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.

#### 14. MAJOR DUTIES AND RESPONSABILITIES

Sorting and delivering of pouches, packages and mail, including obtaining signed receipts for registered mail;

Two trips daily to Dar America to deliver/pick up PA's pouch, packages and mail;

Storing and organizing pouch and mail materials;

Preparing, closing, tagging and sealing pouches;

Preparing outgoing local and international mail by using the Consulate stamping machine and delivering to the post office;

Running errands within walking distances or by using Consulate moped to deliver/pay and serve as occasional money holder (phone bills and utility bills, travel tickets, invitations, etc.);

Picking up procured items and delivering them to the Consulate and the office that requested them;

Keeping the Mail Room orderly;

Helping the Consulate Expeditor.

#### PERCENTAGES

Processing of incoming/outgoing pouches, incoming and outgoing APO mail	30%
Distribution internally of pouch and international mail	10%
Assistance in FAX and postage meter operations	5%
Perform duties as backup Telephone operator/Receptionist	15%
Sorting of incoming and outgoing correspondence	10%
Messenger service within the Chancery and to/from outside offices	10%
Maintain pouch related files, records and invoices, prepare required reports using computer Word processing and Excel spreadsheets, maintain up-to-date accurate ICASS data, automated pouch tracking system, incoming/outgoing pouch logs	10%
Act as Administrative Assistant in support of Management section as needed	10%
TOTAL	100%

## 15. Qualifications Required For Effective Performance

- a. Education  
High School
- b. Prior Work Experience  
Office work - preferable with an American organization
- c. Post Entry Training  
N/A
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*I, II, III*) and specialization (*sp/read*).  
English S/R - 2/2  
French and Arabic also required
- e. Job Knowledge  
U.S. Government procedures appropriate to the position.  
Computer literacy to include use of word processing and Excel spreadsheet database.
- f. Skills and Abilities  
Typing (25WPM)

## 16. Position Element

- a. Supervision Received  
Richard Page (IPO) supervisor and Gina Scarsella (Management Officer) reviewer
- b. Supervision Exercised  
N/A
- c. Available Guidelines  
Office memoranda with instructions 5FAM, 5FAH
- d. Exercise of Judgment  
Must have good knowledge of the city of Casablanca and determine most expeditious way to accomplish duties at hand.
- e. Authority to Make Commitments  
N/A
- f. Nature, Level, and Purpose of Contacts  
N/A
- g. Time Expected to Reach Full Performance Level  
6 months