

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 008-2016

OPEN TO: All Interested Candidates/ All Sources

POSITION: Administrative Assistant (Logistics), FSN- 7  
**THIS IS A TERM POSITION FOR ONE YEAR ONLY**

OPENING DATE: March 10, 2016

CLOSING DATE: March 25, 2016

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 (Logistics). The position is located in the Centers for Disease Control (CDC) Section and reports to the Centers for Disease Control Program Operations Assistant.

## **BASIC FUNCTION OF POSITION:**

Incumbent has the lead logistical responsibility for coordinating all transport support and lodging arrangements for CDC staff, LE Staff, TDYs, and contractors. This position also serves as a liaison with the RSO office for travel notifications, red zone requests, and badge issuance for TDY staff. The incumbent will oversee the policy and security orientation of all TDYers to post and the mission and training requirements related to operational and logistical support of an emergency or incident to include some of the daily operations of the CDC's mission. Also, please see appendix C below.

## QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. THIS IS A TERM POSITION FOR ONE YEAR ONLY.**

- 1. Education:** Completion of secondary school and college studies in Administration required.
- 2. Experience:** Two years of progressively responsible experience in administrative, program assistant, and/or logistical work is required.
- 3. English Ability:** Level 3 (good working knowledge) of written and spoken English required.
- 4. Other Criteria:** The incumbent must have a thorough knowledge of all aspects of administrative and office logistical support processes, including administrative support for professional staff; and arranging and processing transport requests. In addition, the job holder should be familiar with CDC and/or US Government administrative policies and procedures are required.
- 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 and 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 EFMs 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) 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

**SUBMIT APPLICATION TO:**

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

**POINT OF CONTACT:**

Human Resources Section: 099-105-500

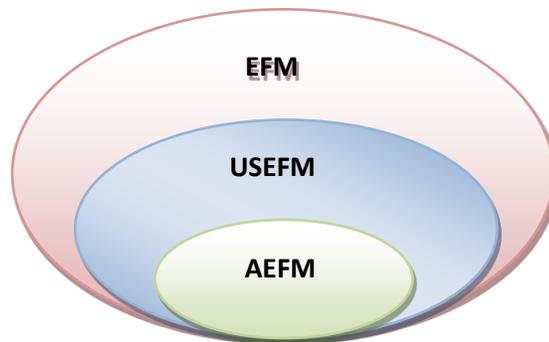
Human Resources Section:

**CLOSING DATE FOR THIS POSITION: March 25, 2016**

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 (LOGISTICS)

55% of time: Coordination of transport and logistical support Transport

CDC office focal point for all transport and logistics-related issues

Coordinates with Travel Liaison for scheduling and coordinating Embassy expeditor assistance for all arriving and departing staff

Provides transport and logistical support for CDC TDY and VIP visitors

Coordinates and schedule official transport arrangements for CDC staff (direct hire, LE staff and TDY staff). Works closely with Embassy Dispatcher to organize and dispatch motor vehicles in response to prior approved transport requests as needed for official use.

Prioritizes available vehicles based on urgency unless given specific instruction by supervisor.

Acts as CDC mail clerk by recording mail received from U.S. Embassy and ensure distribution to staff in a timely fashion.

TDY Support:

Serves as the focal point for processing country clearance, tracking TDY visitors, providing visitor orientation, assisting with travel logistics for visitors such as hotel reservations and making appropriate contacts

Maintains an updated list of scheduled TDY visitors and consultants, provides weekly updated lists to CDC and relevant leadership

Coordinates weekly security briefing with RSO

Process access authorization to the embassy for incoming TDY staff

Directly contacts incoming and outgoing TDY staff to coordinate lodging reservations and transport arrangements

Assist in arranging in-country travel, day and weekend trips for TDY staff

Travel:

Tracks the country clearance approvals (via the eClearance process) and follows up on travel requests and authorizations.

Back-up travel arranger for permanent CDC SL staff, provide responses to inquiries from staff and other CDC country offices about flight schedules, air ticket, and visa requirements

Informs motor pool and senior leadership of security alerts, may be required to contract TDY staff and LES depending upon urgency

Prepares travel orders and determine travel logistics needed for all types of official travel. Ensures Travel Request form is completed correctly with trip destinations, per diem rates, and justification for taxis, excess baggage, and official calls and verifies to ensure all approvals are obtained before TR is submitted.

Functions as the E2 user support contact for CDC travelers and arrangers and in this role ensures that travel arrangers are competently trained on both e2

Follows up to ensure that travelers submit payment vouchers within the approved timeline upon completion of business travel.

Works with Financial specialist to ensure ULOs are prepared.

Prepares monthly reports of travel related expenses per project.

Liaises with Embassy Travel team on all air travel coordination

Serves as the primary liaison between the LE Staff and Embassy Travel office on issues associated with ticketing, lodging, transfers & pickups. In this capacity provides detailed advice and recommendations on RSO approved hotels, per-diem rates and travel policies.

#### Procurement:

Coordinates requisitions and procurements for all supplies, equipment, and other resources, in country and from CDC Atlanta in a crisis or otherwise

Prepares and reviews procurement requests prior to submission to GSO procurement.

Initiates authorized purchase order requests in ARIBA, monitors status of existing requisitions to ensure timely delivery of goods & services.

Resolves issues or problems related to delivery and quality of goods, keeps track of any contractual agreements and keeps all parties informed.

Coordinates with warehouse in receiving, storing and dispatching of supplies.

Initiates work orders via E-Services for CDC assigned FBO needs.

Tracks service maintenance contracts for office equipment and generators

#### Administrative support - 45%

##### Time and Attendance

Serves as the time and attendance clerk for all CDC LE staff and EFM staff. Monitors leave and overtime issues.

Ensures CDC Sierra Leone employee absences are duly requested and approved

Verifies accuracy of timesheets and produces biweekly timesheet and attendance report to Embassy HR Assistant

##### General Administrative Tasks

Assists with scheduling conference rooms and assembling background materials for meeting agenda items. Coordinates arrangements and sets up meeting rooms

Provide secretarial support to project staff members by making appointments upon request, photocopying, placing telephone calls and receiving telephone messages.

Schedule, confirm and or organize appointments, meetings, business related travel arrangements and other commitments as requested by management

Prepares letters

Organize and maintain files of supervisors correspondence

May be called on to assume POC duties to liaise with Atlanta EOC during emergency crisis  
Facilitate regular updating of agency phone tree and it's dissemination with administrative staff

Provides support to organize and support meetings between branch members, host government and other partner organizations

Notifies meeting participants

Prepares assembles meeting materials from rough notes, drafts, oral instructions, prepares and disseminates meeting minutes

Liaison between program and operations branch

**\*\*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. 5%**