

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 004-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: Public Health Administrative Management Specialist (Locally Employed Staff Deputy for Operations), FSN-11
THIS IS A TERM POSITION FOR ONE YEAR ONLY

OPENING DATE: January 23, 2015

CLOSING DATE: February 11, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN-11)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-00)

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 Public Health Administrative Management Specialist (Locally Employed Staff Deputy for Operations). The position is located in the Centers for Disease Control and Prevention (CDC) Section and reports to the Centers for Disease Control and Prevention Deputy Director.

BASIC FUNCTION OF POSITION:

Job Holder is the Locally Employed Staff Program Operations Assistant responsible for overseeing the day-to-day management, administrative and program coordination functions in support of a broad range of agency-funded programs and projects and activities that are implemented by agency program offices, branches or programmatic teams dedicated to Ebola prevention and detection. Job holder is the direct liaison with the Deputy Director and the Country Director on all management and operations issues, to include day-to-day administrative management, records and information management, communications, both oral and written, procurement, property inventory, human resources, logistics and travel

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. 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:** Bachelor's degree or host government equivalent in business administration, public administration, public health, finance or accounting is required.
- 2. Experience:** Minimum five (5) years of progressively responsible administrative management experience in a health related international development organization or for a U.S. government, other government or non-governmental organization including two (2) years direct supervisory experience.
- 3. English Ability:** Level IV (fluency - speaking/reading/writing) in English is required. Incumbent must be able to efficiently proof-read/edit correspondence and formal reports containing medical/public health terminology recommending correct word usage, grammar and punctuation. Incumbent must be able to communicate effectively orally with staff members, the US Mission community and the general public. This will be tested.
- 4. Other Criteria:** Knowledge of agency and applicable inter-agency management operations, to include financial management, human resources, procurement and contracting (including grants and contracts), travel, IT, records management, property and other administrative procedures, regulations, and requirements is required.
- 5. Other Skills:** The ability to assess problems and develop realistic solutions (how to plan for and administer available resources of funds, personnel and equipment in the best interest of agency and program objectives is required.
- 6. Interpersonal skills:** Must possess excellent interpersonal, written and communication skills to write reports and communicate very well with others. Interaction with agency Director and Deputy Director levels regarding resources needed for meeting strategic management objectives.

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 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 Public Health Administrative Management Specialist (Locally Employed
Staff Deputy for Operations)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

POINT OF CONTACT:

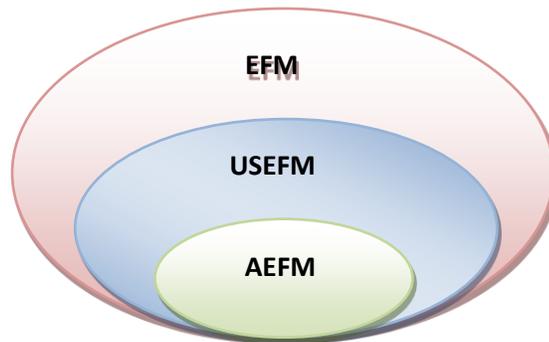
Human Resources Section: 076-515-000

CLOSING DATE FOR THIS POSITION: February 11, 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 - PUBLIC HEALTH ADMINISTRATIVE MANAGEMENT SPECIALIST (LE STAFF DEPUTY FOR OPERATIONS)

Job Holder is the Locally Employed Staff Program Operations Assistant responsible for overseeing the day-to-day management, administrative and program coordination functions in support of a broad range of agency-funded programs and projects and activities that are implemented by agency program offices, branches or programmatic teams dedicated to Ebola prevention and detection. Job holder is the direct liaison with the Deputy Director and the Country Director on all management and operations issues, to include day-to-day administrative management, records and information management, communications, both oral and written, procurement, property inventory, human resources, logistics and travel. Incumbent has excellent communication skills and the ability to effectively liaise with USG embassy, partners, staff and outside vendors and clients. The incumbent serves as liaison between the Embassy, other agencies and Centers for Disease Control and Prevention (CDC)/HQ on general service issues, management of leasing requirements and all other services provided under International Cooperative Administrative Support Services (ICASS).

Administrative Management, Operations and Fiscal Management Support 80%

Manages the day-to-day functions of management and operations, administrative, including program support, travel, procurement, determines supply requirements and levels and oversees issuance and replenishment of supplies, personnel, security and facilities maintenance. Coordinates, prepares and submits all local staff time and attendance and awards, maintains CDC internal personnel files, including leave and earning statements; and ensures that employee files are maintained and up-to-date with personnel related documentation. Responsible for records management in country ensuring that policies are followed, required training is completed by staff, personal vs federal records are kept separate, and that procedures are implemented to assure appropriate handling and final disposition of records. He/she provides advice and guidance on the interpretation and application of administrative directives and instructions. Develops and maintains internal standard operating procedures. Supervises the overall performance and reinforcement of policies and internal control procedures for administrative operations.

Supervises the Administrative Assistant/Logistics Specialist, the Cooperative Agreement Specialist, and the Financial Specialist, directs work, and ensures adequate training and development opportunities are in place, ensures policy and procedure adherence, prepares performance evaluations, and makes recommendations for personnel actions. Works closely with Deputy to provide input, advice and recommendations on human resource and personnel-related matters as the primary liaison between CDC management and staff and the Embassy's Human Resources Office.

Works closely with management on policies that relate to personnel action for staff including performance evaluations, performance recognition, staff motivation, recruitment mechanisms, support and time and attendance. Interprets and applies HR policies, rules, regulations and makes recommendations for resolving difficult situations or sensitive personnel issues.

Prepares and approves letters, memos, faxes, and program documents as directed by Director and Deputy. Projects budget and supply needs for office equipment, stationery, and janitorial supply purchases. Assures administrative and logistical support for TDYers, meetings, conferences, workshops and trainings including travel, lodging, transportation, security clearance, etc. via Sierra Leone Embassy. Maintains an up-to-date spreadsheet of all travel for the program, both incoming and outgoing staff and TDYers. Schedules meetings, receives and maintains a record of all incoming and outgoing mail, and distributes accordingly. Establishes/maintains a list of frequently used numbers and disseminates to all staff routinely. Assists with the reproduction of print material and binding, sending and receiving faxes. Maintains and updates regularly the CDC "Welcome Package" intended for visiting consultants and TDYers. Provides back-up support for Information Technology Specialist (ITS) when the ITS is absent.

Serves as Records Custodian for approximately 500 records ensuring that confidential and sensitive information is treated as such, from non-governmental organization (NGO) partners, such as eHealth, that provide critical support to the USG control efforts for Ebola in Sierra Leone. Maintains a centralized filing system of all reports, manuals, records, etc. for the CDC Sierra Leone office. Sorts and files documents as well as track the use of records by staff and performs quarterly assessments relative to records management. Supports the agency records officer in all of his/her duties for records management by undertaking the records management program, ensuring that the required training is completed by staff, working closely with all staff for efficiency and accuracy of records managements to ensure that the management of personal vs. federal records are kept separate, reviewing records management plan annually, assists with implementing procedures to prevention destruction of records, unauthorized removal of records, disposal of records and preventing the mix-up of personal and federal records. Manages a small office library of programmatic, administrative and other information material.

Interagency Coordination

15%

Functions as the liaison between the US Embassy Sierra Leone on GSO, FMO and ICASS issues, management of leasing requirements and other services provided under ICASS. May serve as the representative on the ICASS working group. Reviews ICASS invoices for agency. Responsible for the office lease and contracted services for the office. Liaises with the landlord and GSO on matters related to building maintenance and safety helping to ensure that repairs, regular maintenance, inspections, and other responsibilities of the landlord are carried out in a timely manner. Reports problems to the landlord and the GSO

in accordance with the lease agreement. Serves as a member on selected workgroups that coordinates for enhanced administrative support HHS/CDC Program activities.

Routinely represents HHS/CDC Sierra Leone at administrative and planning sessions for the purpose of ensuring that the support needed is received. Such meetings can include all USG implementing agencies, host country government officials, and collaborating partner agencies and organizations. Serves the main point of contact with the Embassy Regional Security Office (RSO) for security and emergencies policies, procedures and regulations. Works closely with the RSO office to ensure the HHS/CDC Sierra Leone office is safe, secure and is operating in compliance with the expectations of the Embassy security plans and protocols. This includes working closely and interfacing with the local guard on the premises, liaising with the CDC Country Deputy Director to prepare for emergencies/crises, and serving as Emergency Action Coordinator.

Serves as the primary point of contact for Embassy motor pool requests; requests transportation, provides needed updates, and ensures motor pool has sufficient advance notice to provide transportation as needed. Ensures that all staff complies with the guidelines (SOP) for Embassy Motor pool.

Serves as the HHS/CDC Sierra Leone office public relations liaison to the Embassy Public Affairs Office for the agency's contributions to public affairs and diplomatic activities through vetting of invitees lists for receptions, preparing activity fact sheet for Ambassador's address or message at HHS/CDC events and activities, media briefs and advisories, articles and releases on CDC activities from publication in the press through the Public Diplomacy Office. Oversees the collection and archiving of media coverage for HHS/CDC.

Conducts CDC Sierra Leone business in a professional, diplomatic and courteous manner. Demonstrates professionalism and maintains positive interpersonal relationships within the office and with external contacts. Customers are defined to include CDC Sierra Leone staff, Sierra Leone Embassy, and external partners. Works in collaboration with others to achieve CDC Sierra Leone organizational goals. Exhibits tact, courtesy and diplomacy in a way that positively influences the achievement of work. Serve as the liaison between the customers and CDC headquarters.

Other Duties as Assigned

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.**