OFFICE MANAGER

The U.S. Consulate in Sydney is seeking an individual for the position of Office Manager in the Force Protection Detachment

Salary: A$57,421 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.

2. Two years experience in secretarial or administrative work is required.

3. Level 4 (Fluent) written and spoken English is required. This will be tested.

4. Ability to develop familiarity of Australian governmental structure, specifically security and law enforcement bodies is required.

5. Familiarity operating office equipment including computers, copiers, telephones, fax machines and scanners is required.

6. Computer skills for Microsoft Office and database systems is required.

For further information please refer to the **duties and responsibilities statement**.

Forward letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59th Floor, 19 – 29 Martin Place SYDNEY NSW 2000 by **C.O.B. November 18, 2011.**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: OFFICE MANAGER	POSITION GRADE LE- 6 (STARTING SALARY A$57,421)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Administrative Assistant works under the supervision and direction of Force Protection Detachment (FPD) Resident-Agent-in-Charge (RAC) and carries out routine clerical and other administrative tasks.

Major Duties and Responsibilities

- Serves as Office Manager in support of the NCIS Special Agent in Charge, Air Force OSI Special Agent, and Army MI Special Agent in U.S. Consul General Sydney FPD office and NCIS Special Agent in U.S. Consul General FPD office in Perth. Prepares and types in final form a wide variety of material from rough draft. Assembles and types recurring and special reports for the organization. Compiles, extracts, and arranges information in logical sequence and prepares report in final form. Is responsible for format, spelling, punctuation, paragraphing, and correct and number and placement of copies and enclosures.
- Maintains suspense records on all correspondence and action documents and follows up to ensure a timely reply. Responsible for the processing and transmission of various classified and unclassified Department of Defense (DoD) reports and correspondence in support of FPD mission and operations. Maintains frequent and regular contact with Regional Security Offices in U.S. Consul General Sydney and U.S. Embassy; Defense Attaché Office (DAO) and Office of Defense Cooperation (ODC) at Embassy; and NCIS Field Office Singapore to ensure FPD Australia has accurate current and projected DoD information on transient and TDY personnel, ships, and aircraft and visiting U.S. government dignitaries. Maintain a list of all transient DoD personnel, ships, aircraft, and assets that visit Australia and South Pacific.
- Performs administrative tasks to support the functions of the Naval Criminal Investigative Service (NCIS) Force Protection Detachment (FPD) Australia. Reviews and distributes incoming correspondence in coordination with Special Agent in Charge to assign cases. Prepares outgoing correspondence. Prepares and submits time and attendance documents. Is responsible for establishing, maintaining and access and security of NCIS investigative case files. Destroy case files upon completion of designated retention period. Reads directives and instructional material pertaining to administrative practices and clerical procedures in order to be aware of new, revised, or amended procedures for such matters as preparation and processing of correspondence, reports and forms; filing; and mail processing.

- Receives telephone calls and visiting personnel in order to host in the absence of TDY agents or contact appropriate key personnel in the FPD, Consulate, or Embassy to report the contacts in a timely manner. Personally provides information based on personal knowledge of organization, functions, and procedures or from information which is readily obtainable by reference to office files and records. Exercises tact and discretion as to what information is provided. Maintains the office calendar and make/track agents' appointments. In absence of the agents or when they cannot be interrupted, takes and relays messages or suggests to caller possible time that they will be available based on knowledge of previous appointments and plans.
- Maintains the Travel/Operations Budget in coordination with the Financial Management Center at the Embassy by paying the travel, vehicle, communications, and operations bills, and the Housing Budget in coordination with the Consulate Administrative Section by paying rental, gas, electricity, and maintenance bills. Maintains technical equipment to include mobile phones, copiers, scanners, and oversees the purchases of updated or new equipment. Represents the FPD in all aspects of ICASS maintenance, functionality, and funding.
- Maintain control and accounting of NCIS EEE petty cash fund. Compiles monthly voucher of petty cash and forwards to NCIS Singapore Field Office.
- Performs other duties as assigned.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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 Employee Performance Report are not eligible to apply.

4. 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.

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.

6. The candidate must be able to obtain and hold a Secret security clearance.

TO APPLY

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

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see appendix below); or

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

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
Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Consulate General Sydney
MLC Centre
59th Floor, 19 – 29 Martin Place
SYDNEY NSW 2000

THE DEADLINE FOR APPLICATIONS IS C.O.B. NOVEMBER 18, 2011

The U.S. Mission in Australia 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.

US Mission Australia maintains a drug free work environment.

APPENDIX

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
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