



GENERAL SERVICES CLERK

An opportunity is available to work as a General Services Clerk within the General Services Office at the U.S. Embassy, Canberra.

Salary: A\$50,204 p.a. + superannuation benefits
Hours: 40hrs/week, Monday to Friday.

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. At least two years in an office environment providing assistance to senior level staff is required.
3. Level 3 (Good working knowledge) written and spoken English is required. This will be tested.
4. General knowledge of office administrative procedures is required, including operation of office equipment, filing, database maintenance and customer service.
5. Competency with Microsoft Office Suite, the ability to generate computer reports and a typing speed of 30wpm is required.
6. A current driver's license that enables the individual to legally drive in Australia is required.

For further information and the selection criteria please refer to the duties and responsibilities below.

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **APRIL 8, 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: GSO CLERK	POSITION GRADE LE- 5 (STARTING SALARY A\$50,204)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Provides general clerical, administrative, and operational assistance in support of General Services Office (GSO) programs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

A. Motor Pool Administration	45%
B. Back-up and Miscellaneous Duties	20%
C. General Clerical Support	15%
D. Procurement Duties	15%
E. Timekeeping	5%

A. Motor Pool Administration (45%)

Assists the Shipment Assistant (Motor Pool Manager) in the management and operation of the \$1.5M Government Owned Vehicle (GOV) fleet:

- Help ensure compliance with the Department’s Motor Vehicle Safety Management Program (MVSMP) and Post’s Official Vehicle policy;
- Maintain post’s inventory of official vehicles by using the ILMS Asset Management inventory system to directly add, modify, or dispose of asset records to ensure that Post’s Motor Vehicle inventory is kept current;
- Prepare and submit required reports including motor vehicle mishap reporting, in coordination with the post occupational safety and health officer (POSHO);
- Prepare monthly and annual reports on automotive operating expenses;
- Maintain and update vehicle record folders to include tracking registration, warranty, and required maintenance;
- Serve as Post Motor Vehicle Dispatcher for Self-Drive GOVs;
- Coordinate and oversee vehicle acquisition and disposal;
- Review of Form OF-108, Daily Vehicle Use Record, to monitor vehicle use;
- Oversee Embassy “Self-Drive” program to ensure compliance with regulations,
- Work with Motor Pool Manager to provide alternative (non-GOV) transportation services to include CabCharge facility, Airport Transfer service, and expedited POV and Taxi reimbursement; &
- Establish inspection to meet warranty requirements.

B. Back-up and Miscellaneous Duties (20%)

- Work directly with the Supervisory General Services Officer (S/GSO) on specific projects and initiatives such as the Collaborative Management Initiative

(CMI), implementation of further information/electronic enhancements, and other management reforms efforts;

- Act as the GSO ICASS Coordinator to compile monthly workload counts and track compliance with service standard, operational, and performance metrics;
- Serve as the primary back-up for the Transportation Clerk;
- Serve as the primary back-up for the Facilities Maintenance Timekeeper;
- Serve as the primary back-up for the Motor Pool Manager; &
- Other duties as directed.

C. General Clerical Support (15%)

Includes, but not limited to:

- Provide direct clerical and administrative support to the S/GSO;
- Responsible for in-stamping and processing all incoming correspondence, assigning action to relevant GSO staff members;
- Distributes information to employees, such as cables, notices, mail, and adhoc materials;
- Preparing documentation, manuals, handbooks, etc.;
- Preparing basic reports using information contained in the WebPass, ILMS, eServices, and other applications;
- Preparing responses to general correspondence received by the section;
- Provide assistance with managing the full range of records and files maintained by GSO;
- Process weekly office supply orders; maintain basic office supply cupboard for the section;
- Oversee preventative and corrective maintenance of office machines; &
- Assist in maintaining GSO's electronic data for the EAC, Post Profile, Post Report, eTravel, SharePoint, and eServices work orders.

D. Procurement Duties (15%)

Manage the Blanket Purchase Agreement (BPA) requirements for the Procurement and Contracting Office utilizing the Ariba module within ILMS. Serve as primary point of contact with requestors, FMC, authorized callers and vendors for BPAs. Maintain hard-copy files and electronic logs in good and accurate order.

E. Timekeeper (5%)

Serve as the timekeeper for the General Services Office; prepare the fortnightly Time and Attendance reports. Collect timesheets and overtime work statements; record attendance and total hours worked by each employee during that two-week period. Forward completed T & A reports to the S/GSO for signature, ensure that T & A is received by Payroll Coordinator (P54004) by the deadline, and keep up-to-date files of T & A related documents.

Selection Criteria

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

1. Completion of secondary school (Year 12) is required.
2. At least two years in an office environment providing assistance to senior level staff is required.
3. Level 3 (Good working knowledge) written and spoken English is required. This will be tested.
4. General knowledge of office administrative procedures is required, including operation of office equipment, filing, database maintenance and customer service.
5. Competency with Microsoft Office Suite, the ability to generate computer reports and a typing speed of 30wpm is required.
6. A current driver's license that enables the individual to legally drive in Australia is required.

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 Sensitive But Unclassified 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

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B APRIL 8, 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, provide 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