

**U.S. Embassy Kabul  
Human Resources Office**

**VACANCY ANNOUNCEMENT: ADMINISTRATIVE MANAGEMENT ASSISTANT (FSN-7)  
TRAINEE LEVEL (FSN-06)  
Announcement Number: 15-155 & 15-155T**

**OPEN TO:** All Interested Candidates (Women are encouraged to apply)

**POSITION:** Administrative Management Assistant (FSN-07)  
**Trainee Level (FSN-06)\*\***

**OPENING DATE:** November 25, 2015

**CLOSING DATE:** December 8, 2015

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

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

The U.S. Embassy in Kabul is seeking an individual for the position of Administrative Management Assistant with the Embassy Air Section.

**BASIC FUNCTION OF POSITION:**

The incumbent will provide full range of administrative support to the Operations Manager; providing air booking system administrative and flight booking services to all user organization authorized access/use to US Embassy Air. Maintain authorized passenger lists, review and coordinate changes to listings and work closely with offices throughout the community to assist with booking passengers. Process Embassy Air fixed-wing and rotary-wing flight requests, manifest passengers and process flight changes and cancellations for all employees under Chief of Mission in Afghanistan. Ensure accuracy of all fiscal data and identify areas of process improvement for Embassy Air operations and customer service. Distribute workload arriving in the Embassy Air email inbox, provide responsive and timely customer service, develop and maintain list of key points of contact for all aspects of Embassy Air operations.

**QUALIFICATIONS REQUIRED**

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

**VA 15-155 Full Performance Level**

**Education:** At least two years of full time, post-secondary study at a college or university is required.

**Experience:** At least one (1) year of administrative and clerical experience in the service sector. A knowledge and experience in airline booking operations or travel industry are required.

**VA 15-155T Trainee Level**

**Education:** At least two years of full time, post-secondary study at a college or university is required.

**Experience:** At least one (6) months of administrative and clerical experience in the service sector. A knowledge and experience in airline booking operations or travel industry are required.

**Language:** Level III (Working Knowledge) Reading/Writing/Speaking in English and Dari; and Level II (Limited Knowledge) in Pashtu is required.

**Knowledge:** Experience using general Flight Operations Management Software systems for booking reservations, archiving, and data reporting. Experience with Microsoft Office Suite programs, especially Microsoft Excel and Word. Knowledge of the structure, operating principles and practices of western government agencies and private sector organizations. Knowledge of the operating principles and practices of the Government of Afghanistan and the roles of these entities and higher level staff members. Knowledge of the Federal Aviation Administration regulations concerning passenger manifesting, safety, and security for aircraft operations.

**Abilities and Skills:** Must have the ability to negotiate in a tactful yet firm way to ensure that request are acted upon quickly and accurately. Multi-tasking is required to manage the many and varied requests with each having its own timeline. The ability to plan, manage/ prioritize and complete tasks assigned from various sources is required. The ability to provide professional customer support is vital. The ability to establish and to maintain positive working relationships throughout the mission and with outside agencies is paramount. The ability to communicate clearly in writing and verbally is essential.

**The position has been approved for substitution, for one year of experience in lieu of one year of higher education.**

### **HOW TO APPLY:**

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

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may also send a current resume or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website <http://kabul.usembassy.gov>
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
3. 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.

### **SUBMIT APPLICATION TO:**

**Applications must be submitted through e-mail to this address: [kabuljobs@state.gov](mailto:kabuljobs@state.gov)**

Subject line must be: **(Administrative Management Assistant VA 15-155 & 15-155T)** or your application may not be considered.

**CLOSING DATE FOR THIS POSITION: (December 8, 2015)**

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

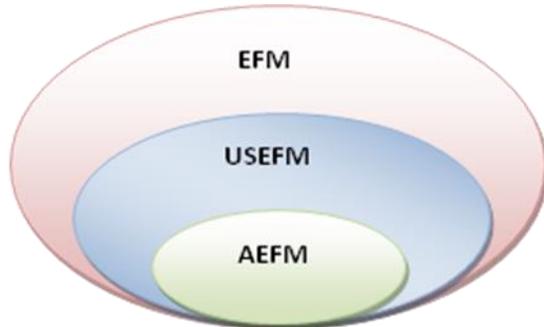
1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Employees serving a probationary period are not eligible to apply.

3. In-house interested candidates of this position should submit their applications through their American or FSN supervisor.
4. Current Ordinarily Resident employees with an Overall Summary rating of needs improvements or unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. 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.
6. Currently employed NORs hired under a personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their work schedule.

The U.S. Mission in Kabul 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, and 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.

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 U.S. 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 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).

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**DISTRIBUTION:** All Section Heads, FSN Bulletin Board, UN Agencies, International NGOs,

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