

ANNOUNCEMENT NUMBER: 12-014-c

OPEN TO: US Citizen Eligible Family Members (AEFMs)
POSITION: General Services Assistant, FP-8*
OPENING DATE: June 6, 2012
CLOSING DATE: June 20, 2013
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: USD 35,753 p.a. (Starting salary)
(Position Grade: FP-08 to be confirmed by Washington)

SECURITY CLEARANCE: This position does not require a security clearance

The U.S. Embassy in Luanda is seeking an American Citizen Eligible Family Member for the position of General Services Administrative Assistant (Special Projects) in the General Services Office of Embassy Luanda.

BASIC FUNCTION OF POSITION

Job holder will assist the General Services Officer (GSO) and will report directly to the GSO. Position will coordinate USDH housing make readys with GS Property staff and communicate with incoming USDHs. Position will provide oversight and support on specific segments of the GSO portfolio to include Expendable Supplies, Property, and Warehouse. Position works closely with Locally Employed Staff supervisors. Job holder will manage additional special projects as designated by the GSO.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641 161.

QUALIFICATIONS REQUIRED

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

1. **REQUIRED EDUCATION:** Completion of high school (12th grade) and minimum two years post graduate training (junior college, university study or related specialized training).

2. **REQUIRED WORK EXPERIENCE:** Minimum of two years' experience in logistic management or three years progressively responsible work experience in administrative related field with minimum one year supervisory experience is required.
3. **REQUIRED LANGUAGES:** Level IV, Native or fluent English speaker. Basic, entry level Portuguese or Spanish is required.
4. **REQUIRED JOB KNOWLEDGE:** Knowledge of USG regulations related to warehouse and supply management or strong ability to ascertain (and apply) appropriate USG by using Foreign Affairs manual (FAM) and other resources. Familiarity with property disposal and inventory procedures. Ability to prioritize work assignments of self and subordinates is required.
5. **OTHER REQUIRED SKILLS/ABILITIES:** Proficiency in MS Office Suite, including databases; good oral communication and writing skills. Must be able to read and understand FAM regulations. Must be proactive and require minimal supervision. Must be able to lift fifty (50) pounds.
Must have intermediate computer skill in MS Excel, MS Word, MS Office (will be tested) Must have high degree of accuracy for numerical data entry (will be tested).
Knowledge/experience with Internet based record keeping systems helpful

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. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. **Application for U.S. Federal Employment (SF-171 or OF-612); or**
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

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

SUBMIT APPLICATION TO

Human Resources Officer
American Embassy Luanda
Attention: Maureen Yates
Av Presidente Houari Boumediene, No. 32, Luanda

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222641161
FAX: 222641232

AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- a) US citizen;
 - b) Spouse or dependent that is at least age 18;
 - c) Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - f) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
1. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
 2. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief

of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: 20 June, 2012

The US Mission in Angola 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.

Maureen Yates
Human Resources Officer