ANNOUNCEMENT NUMBER: 011-035

OPEN TO: All Interested Candidates

POSITION: Secretary/Administrative Assistant, FSN-6; FP-8*

OPENING DATE: December 28, 2011

CLOSING DATE: January 13, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US$ 35,753 p.a. (Starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

*Ordinarily Resident: US$ 25,047 p.a. (Starting salary)
(Position Grade: FSN-6)

LENGTH OF HIRE: Permanent Position

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

The U.S. Embassy in Luanda is seeking an individual for the position of Secretary/ Administrative Assistant for the GSO Section in Luanda.

BASIC FUNCTION OF POSITION

This position serves as the secretary to the American General Services Officer and performs a number of administrative duties. Supervision is by the General Services Officer. Prepares cables as directed by supervisor. Retrieves all GSO action cables from SMART. Copies all for chronological file, then gives to supervisor for marking/action. Makes copies for subject files as directed and distributes action cables to appropriate section. Maintains "tickler" file/log to follow up on action taken to completion. Collects and distributes incoming and outgoing mail. Reviews all incoming mail for appropriate routing or to bring to attention of supervisor. Maintains arrival/departure list with necessary updates as information is received, distributes to housing, CLO, Management. Oversees scheduling of driver for TDY transportation. Ensures "make readys" for new arrivals are coordinated with involved sections and inspects quarters prior to arrival; ensures Welcome Kits are delivered and picked up. Controls keys for all housing and obtains replacements as required. Controls assignment and return of cell phones, ensures purchases and replacements are carried out as needed.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641161 or 222 641284.

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 secondary school and at least one year post-high school secretarial/administrative training is required.

2. REQUIRED WORK EXPERIENCE: Two to three years working in progressively responsible secretarial/personal assistant positions is required.

3. REQUIRED LANGUAGES: Level III English and Level IV Portuguese are required.

4. REQUIRED JOB KNOWLEDGE: Must have a good understanding of general administrative office operations.

5. REQUIRED TECHNICAL KNOWLEDGE: Must be Proficient with MS Word Office Suite. Ability to work with minimal supervision and set priorities. Attention to detail and organizational skills required. Excellent interpersonal skills.

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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. 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.

4. 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.

5. The candidate must go through background investigations.

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
Administrative Officer
American Embassy Luanda
Attention: Maureen Yates
Av Presidente Houari Boumediene, No. 32, Luanda
HROLuanda@state.gov

POINT OF CONTACT
Human Resources Office
Attention: Olga Campos
Telephone: 222641161
FAX: 222641232
HROLuanda@state.gov

1. 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:

   --US citizen;

   --Spouse or dependent who is at least age 18;

   --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;

   --Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. 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.

3. 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.

4. 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.

5. 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: JANUARY 13, 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.

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Maureen Yates
Human Resources Officer