

ANNOUNCEMENT NUMBER: 13-16

- OPEN TO:** All Interested Candidates
- POSITION:** General Services Office Assistant FSN-7; FP-7
- OPENING DATE:** May 6, 2013
- CLOSING DATE:** May 24, 2013
- WORK HOURS:** Full-time: 40 hours/week
- SALARY:** * Not-Ordinary Resident (NOR): \$34,324 USD p.a. based on a 40 hour work week (Position Grade: FP 7 step to be confirmed by Washington)
- ** Ordinary Residents (OR): B\$30,742 p.a. based on a 40 hour work week, (Starting Salary) (Position Grade: FSN-7)

The U.S. Embassy, Nassau is seeking an individual for the position of General Services Office Assistant in the General Services Office.

BASIC FUNCTION OF POSITION

Incumbent functions as the administrative assistant in the General Services Office of the US Embassy, Nassau and reports to the Supervisory General Services Officer and in his/her absence the Acting S/GSO.

QUALIFICATIONS REQUIRED

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

1. Two years of college or university studies is required.
2. Two years experience as an administrative assistant in administration, accounting, finance, or similar office environment is required.
3. A general knowledge of the Bahamian community and culture, basic knowledge of American culture and solid knowledge of general office procedures is required.
4. Must have strong typing skills; working knowledge of Microsoft Word, Excel and excellent organizational skills in running an office is required.
5. English IV written and verbal skills are required.

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 or Family Member (DS-0174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. 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**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SELECTION PROCESS

When fully qualified, U.S. 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. 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 U.S. 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 non-sensitive clearance.

SUBMIT APPLICATION TO HUMAN RESOURCES VIA FAX OR EMAIL

Human Resources Office
Attention: **Rachel Poitier**
42 Queen Street

Nassau, Bahamas
Telephone: 242-322-1181 x4293
FAX: 242-328-7838
Email: Nassauhr@state.gov

CLOSING DATE FOR THIS POSITION: May 24, 2013