

POSITION: General Services Office Assistant FSN-7; FP-7

OPENING DATE: May 9, 2014

CLOSING DATE: May 23, 2014

WORK HOURS: Full time: 40 hours per week

SALARY: * Not-Ordinary Resident (NOR): \$34,667 USD p.a. based on a 40 hour work week (Position Grade: FP 7 to be confirmed by Washington)

** Ordinary Residents (OR): B\$30,742 p.a. based on a 40 hour work week (Position Grade: FSN-7)

All ordinarily residents (or) applicants (*See Appendix A*) must have the required work and /or residency permits to be eligible for consideration. The U.S Embassy, Nassau is seeking an individual for the position of Housing Assistant in the General Services Office.

BASIC FUNCTION OF POSITION

Incumbent oversees general housing issues for US Government leases and coordinates repairs, utility bills, and maintenance for all USG employees with landlords, property managers, RSO, and GSO.

QUALIFICATIONS REQUIRED

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

1. High School diploma is required.
2. A minimum of two years' experience in customer service is required.
3. A general knowledge of the Bahamian community and familiarity with office procedures is required.
4. Ability to use Microsoft Word, Excel and database programs is required. *Candidate will be tested on proficiency in Excel and Word.
5. The Incumbent should have excellent interpersonal, oral and written communication skills. Must have good organizational; skills and have the ability to work under pressure. A valid driver's license is 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 x 4293
FAX: 242-328-7838
Email: Nassauhr@state.gov

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