

ANNOUNCEMENT NUMBER: 15-02

POSITION: Management Assistant FSN-8; FP-6

OPENING DATE: January 23, 2015

CLOSING DATE: February 10, 2015

WORK HOURS: Full-time: 40 hours/week

All ordinarily residents (or) applicants (*See Appendix A*) must have the required work and /or residency permits to be eligible for consideration.

U.S. Embassy, Nassau is seeking an individual for the position of Management Assistant in the Management Section.

BASIC FUNCTION OF POSITION

The incumbent serves as the Administrative Assistant to the Management Counselor. Major functions include: 1) provide significant portion of functions in ICASS Basic Package Services Cost Center; 2) serve as administrative assistant/office management specialist/ personal assistant; 3) perform travel-related services to sections/agencies subscribing to ICASS Travel Services; 4) perform other duties/responsibilities as requested by the management counselor and/or Front Office.

QUALIFICATIONS REQUIRED

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

1. Completion of college-degree (e.g., B.A. or B.S. Liberal Arts or Science or Business).
2. Four years as secretary, admin assistant, logistics professional, personal assistant or other position requiring skills related to this job's functions are essential.
3. Must be able to quickly master a wide variety of organizational procedures, processes and tasks. Effectively deal with official and business organizations. Maintain records, effectively use keyboard (45 wpm) and operate a variety of computer software (e.g., Microsoft Office, Excel, and Word).
4. Level IV (fluent) spoken/written English 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 Not Ordinarily Residents (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 EMAIL

Human Resources Office
Attention: **Rachel Poitier**
42 Queen Street
Email: NassauHR@state.gov

CLOSING DATE FOR THIS POSITION: February 10, 2015