

ANNOUNCEMENT NUMBER: 12-11

POSITION: Program Assistant
OPENING DATE: April 12, 2012
CLOSING DATE: April 26, 2012
WORK HOURS: Fulltime: 40 hours/week

The U.S. Embassy, Nassau is seeking an individual for the position of Program Assistant in the Narcotics Affairs Section.

BASIC FUNCTION OF POSITION

The incumbent, under the supervision of the NAS Director, assists in the implementation, coordination, back-up, and follow-on support of INL programs.

QUALIFICATIONS REQUIRED

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

1. Four year degree in a business related field, liberal arts, and/or criminology is required.
2. A minimum of three to five years experience with accounting, finance, office management, or management analysis is required.
3. Budget formulation, project management, USG procurement regulations, or office management technique experience are required.
4. Ability to use Microsoft Word, Excel, PowerPoint, Outlook, and strong interpersonal skills are required.
5. English level IV is required.

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 Office
Attention: Rachel Poitier
42 Queen Street
Nassau, Bahamas

POINT OF CONTACT

Rachel Poitier
Telephone: 242-322-1181 x4293
FAX: 242-328-7838
Email: Nassauhr@state.gov

CLOSING DATE FOR THIS POSITION: April 26, 2012

The U.S. Mission in Nassau 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.