



American Embassy, Manama ♦ Human Resources Office

JOB VACANCY ANNOUNCEMENT
POLITICAL/ECONOMIC ADMINISTRATIVE ASSISTANT

Announcement Number: 12-32

OPEN TO: All Interested Candidates/All Sources

POSITION: **Political/Economic Administrative Assistant**
This is a sensitive position requiring a Top Secret Security Clearance

OPENING DATE: Sunday, December 23, 2012

CLOSING DATE: Sunday, January 06, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Position Grade FP-07
– For AEFMs*: **FP-07**(\$19.23/hour)
– For NORs*: **FP-07** (\$16.50/hour)
Salary is in US Dollars. See the HR section for more details.

The American Embassy in Manama is seeking candidates for employment as the Political/Economic Administrative Assistant in the Embassy's Political/Economic Section (POL/ECON).

BASIC FUNCTION OF THE POSITION

The position serves as the Secretary for the Political/Economic Section. The incumbent assists the Section Chief (supervisor) and six other POL/ECON Officers. Relieves Front Office OMS's as requested. As directed, duties may include typing of reports, letters, telegrams; drafting routine correspondence; preparing briefing books for the Ambassador and visiting delegations; preparing talking points, diplomatic notes and demarches from telegrams; answering and screening telephone calls; taking accurate messages; meeting and escorting visitors; sorting and distributing incoming mail; maintaining files in accordance with the section's filing system; scheduling and taking notes at meetings; and performing other administrative support functions as directed.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office at 1724-2904.

QUALIFICATIONS REQUIRED

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item as well as provide the necessary documentation (such as copy of high school diploma, degree or driver's license).

- 1. Education:** Completion of secondary (high) school is required.
- 2. Experience:** Two to three years of relevant, full-time experience as an Administrative Assistant, Secretary or Personal Assistant in an office environment is required.
- 3. Language:** Level 4 (fluent) spoken/written English is required.
- 4. Knowledge:** Knowledge of general office management and practices is required. Computer savvy and intermediate knowledge of a variety of computer software programs to include Microsoft Outlook and Word is required. Good knowledge of English grammar and spelling is required. Ability to prioritize and organize tasks to accomplish workload is required. Organizational knowledge sufficient to understand mission sections and functions is required.
- 5. Abilities & Skills:** Strong interpersonal skills to develop cooperative working relationships with others is required. Must be able to type with speed and accuracy. Ability to work independently and deal calmly and effectively in stressful situations is required. Flexibility, dependability and attention to details is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs*) and U.S. Veterans will be given preference. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post. A candidate must meet all the aforementioned criteria to be selected.

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. Current “not ordinarily resident employees” hired under a Personal Services Agreement 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 a U.S. Citizen and be able to obtain and hold a Top Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. **Documentation (e.g., secondary school diploma, certificates, driver’s license, copies of degrees earned) that addresses the qualification requirements of the position as listed above;**
2. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or Current resume or curriculum vitae that provides the same information found on the UAE; or 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.
3. (If applicable). Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. (If applicable). List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.
5. (If applicable). Applicants who claim EFM or MOH* status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality and name and employing section/agency of their sponsoring family member.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement # 12-32

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Service (GS) or Foreign Schedule (FS) salary schedule, not under the Local Compensation Plan (LCP).

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee’s or uniformed service member’s post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner as defined in 3 FAM 1610;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse/ domestic partner when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse/ domestic partner, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse/ domestic partner, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

Member of Household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed abroad at a U.S. Foreign Service post/ mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department’s current legal and statutory definition of eligible family member. A MOH does not have to be a U.S. Citizen.

CLOSING DATE FOR THIS POSITION IS SUNDAY, JANUARY 06, 2012

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards 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 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.

Approved: MGT: DStoian; Cleared: Acting POL/ECON: KDiirro; FMO: AMonetta; RHRO: VSmith