



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 11 - 075

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Administrative Assistant ICITAP, FSN-7; FP-7
(Salary approx. Tk. 40,000 per month)
- OPENING DATE:** October 17, 2011
- CLOSING DATE:** October 30, 2011 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week
- LENGTH OF APPOINTMENT: 2 years (initially)**

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of **Administrative Assistant ICITAP** in the Department of Justice (DOJ).

BASIC FUNCTION: The incumbent reports to a senior FSN and performs a variety of tasks of broad/specific scope and complexity relating to the implementation of the (International Criminal Investigative Training Assistance Program) ICITAP Law Enforcement Community Policing Project, particularly the training aspects in the Rajshahi and Rangpur Divisions. S/He also acts as



an alternate point of contact for the Law Enforcement agencies and home departments of the country on behalf of ICITAP. Frequent travel to Rajshahi and Rangpur Divisions may be required.

MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Provides administrative support in the implementation of training programs within the country. This support includes correspondence, making hotel/transportation reservations, arranging logistics, arranging conferences/workshops, assisting ICITAP staff from Dhaka, training related procurements, visitors from abroad and arranging their appointments with various GOB officials. Follows up on specific activities with relevant GOB agencies regarding training programs conducted by ICITAP and its implementing partners. At the direction of the supervisor, may arrange appointments for USG employees visiting counterpart agencies in the country.
- ✚ Maintains databases on all training, training calendars, checklists, etc. through timely data entry of information. Responsible for ensuring that all rules pertaining to Leahy vetting are adhered to; collection of participant nominations, entering of data into the vetting database, timely submission of names to ensure lists are cleared prior to the commencement of training, maintaining all Leahy documents, frequent updating of vetted personnel, and ensuring re-submission prior to expiration of clearances. Assist supervisor in preparing reports on activities relating to training and other ICITAP projects that include details of training provided by USG, its sustainability through feedback from trainees and extent of interagency communication and cooperation and any other information which could facilitate decision making by supervisor. Maintains good working relationship with the agencies involved in law enforcement assistance and provides feedback to supervisor by closely analyzing the impact of training on the operational effectiveness of the counterpart agencies.
- ✚ Resolves day to day problems in coordination with Dhaka and Rajshahi e.g. furnishing a procurement request to procurement section, obtaining services including photocopying, etc through procurement section, obtaining funding data from finance section, preparation of funds obligating documents (PO's), memorandums, etc. As directed by supervisor, obtains requirements of training facilities of law enforcement agencies of the Country that helps supervisor and ICITAP Senior Law Enforcement Advisor in needs analysis and decision making processes.
- ✚ Ensures that all administrative arrangements have been made for training including transportation to and from training site, other cities, lodging arrangements, etc. Per supervisor's instructions, coordinates



logistics with implementing partners such as Portland Police Bureau and the Asia Foundation. Coordinates with RSO for security information that may impact US personnel in the field. Performs variety of other tasks as assigned from time to time by the supervisor and ICITAP management.

✚ Acts as an alternate point of contact between ICITAP and other participating agencies involved in Law Enforcement assistance in Bangladesh. As instructed by the senior FSN, analyzes the training requirements and level of logistics and commodity/operational support required to conduct training sessions. Also analyzes agency's resource constraints and provides recommendations to senior FSN particularly in relation to promotion of interagency cooperation.

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum a bachelor's degree in Commerce or Business Administration is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) English and Bangla speaking/reading is required. Ability to translate local language into precise correct English is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum two years of progressively responsible experience in administrative work, program preparation/planning, especially with regard to training is required.
- 4. Knowledge:** N/A.
- 5. Skills and Abilities:** Ability to develop and maintain effective contacts with GOB officials; good knowledge on how to operate Personal Computers or equivalent equipment; set up and maintain official files; excellent interpersonal skills; and understand the regulations regarding procurement is required.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.



ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, 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 US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
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 on a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.



All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US 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 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, 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, 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.

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

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders 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 at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity



4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. 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 family member. A MOH does not have to be a US Citizen.

5. **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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: October 30, 2011

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*



The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.

Cleared by:

- HRO: x
- DOJ: x
- FMO: x
- MGT: x