



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12 - 083

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Administrative Assistant (OPDAT), FSN-7; FP-7
(Salary approx. Tk. 48,000 per month)
- OPENING DATE:** December 2, 2012
- CLOSING DATE:** December 13, 2012 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week

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, OPDAT** (Overseas Prosecutorial Development and Training) program for its Law Enforcement Section/Department of Justice (DOJ).

BASIC FUNCTION: The incumbent will serve as an administrative aide to the DOJ OPDAT Program, providing administrative support to the DOJ Resident Legal Advisor (RLA), the DOJ Intermittent Legal Advisor (ILA), and to DOJ Criminal Division programs at Post. As such, s/he will help plan and coordinate local and regional training programs, visits, and conferences. S/he establishes and maintains contacts with host government officials.



MAJOR DUTIES AND RESPONSIBILITIES:

A. Training And Development Assistance Programs:

Assists in coordination of DOJ/OPDAT law enforcement and judicial technical assistance programs. This includes assisting the RLA and/or ILA in planning the logistical organization of such programs. Plans timing, location, budget, and travel arrangements for training programs and conferences. Handles paperwork and training materials associated with these programs, as well as collect participant lists from relevant prosecutors' offices, departments, or ministries. Briefs program participants in advance of program attendance, and maintain adequate lists and records of program participants. Assists visiting US and foreign program faculty; meet with visiting delegations, and handles arrangements for suitable social receptions. Tracks program expenses and prepare appropriate vouchers.

B. Regional ODPAT Training Programs And Conferences:

Assist in coordination of DOJ/OPDAT regional programs aimed at technical assistance and capacity-building. This includes assisting the RLA and/or ILA in planning the logistical organization of such programs. Plans timing, location, budget, and travel arrangements for training programs and conferences. Handles paperwork and training materials associated with these programs. Briefs program participants in advance of program attendance, and maintain adequate lists and records of program participants. Assists visiting US and foreign program faculty; meet with visiting delegations, and handles arrangements for suitable social receptions. Tracks program expenses and prepare appropriate vouchers.

C. Administrative Duties:

Organizes and schedules meetings for the RLA and for other USG officials with Bangladeshi officials, and with relevant NGOs and international partners. When necessary, serves as an interpreter. Maintains financial and substantive program records. Assists with administrative needs of RLA and ILA programs. Maintains databases/spreadsheets on all training, training calendars, checklists, etc. through timely data entry of information.

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum a bachelor's degree in Arts, Commerce, or Science from a recognized university is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*



- 2. Language Proficiency:** Level III (Good Working Knowledge) English and Level IV (Fluent) Bangla speaking/reading is required. English and Bangla language proficiency will be tested.
- 3. Prior Work Experience:** Minimum one year of administrative work experience is required.
- 4. Knowledge:** Good working knowledge of Bangladeshi work environments. Basic knowledge and familiarity with Bangladeshi courts, law enforcement and prosecution services.
- 5. Skills and Abilities:** Positive attitude, strong communications skills, service-oriented attitude, excellent interpersonal skills and poise are required. Should be able to coordinate and implement programs/events.

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. 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.
4. 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.
5. 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: December 13, 2012

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