



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

# **VACANCY ANNOUNCEMENT**

### **RE-ADVERTISEMENT**

**ANNOUNCEMENT NUMBER – 14 – 010A**

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Administrative Assistant (CDC), FSN – 8; FP- 6  
(Salary approx. Tk. 56,000 per month)
- OPENING DATE:** May 15, 2014
- CLOSING DATE:** May 29, 2014 (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** in Centers for Disease Control & Prevention (CDC).

**BASIC FUNCTION:** The incumbent supports the CDC Country Director on all administrative functions, project support functions and cooperative agreement management and assists other CDC staff as assigned. Additionally, s/he will



assist the CDC Country Director and other CDC direct hires as requested with compiling communications materials for the CDC office.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Office Administration:**

Responsible for all administrative support to the CDC Director including scheduling meetings and appointments, taking minutes, and arranging logistics. Track and coordinate CDC visitors' schedules and assist with arranging their logistics, travel and accommodation as required. Coordinate with CDC staff and communicate with the appropriate embassy divisions on procurement, inventory and personnel related matters including finalizing and submitting procurement requests to the (General Services Office) GSO tracking CDC property in response to data calls and assisting with any personnel related matters. Track CDC visitors and liaise with the Embassy on security procedures, keep the emergency action plan updated and provide a copy to the Regional Security Office (RSO).

### **B. Project Support and Administration:**

Assist in meeting program deadlines, gathering information for reports, data calls, proposals and coordinating special events. Provide support in overseeing budget functions and accountability for all program expenditures, including budget projections, planning, monitoring and reporting. Track post held funds and expenditures against the spend plans and assist CDC personnel with completing cable requests when post held funds are running low. Communicate with Embassy (Financial Management Office) FMO services regarding post funds and expenditures.

### **C. CDC Communications Materials:**

Work with CDC staff to develop newsletters, pamphlets or other communications materials as requested that describe the important projects and initiatives in CDC Bangladesh's portfolio. Design newsletters and create graphics as necessary, compile references from external sources, submit to appropriate CDC counterparts for clearance, and collaborate with printer. Assist with developing talking points on CDC projects and collaborations for use by CDC staff or Embassy staff as requested.

### **D. Cooperative Agreement Management:**

Serve as liaison between CDC HQ and the Cooperative Agreement partner to ensure application and report deadlines are met. Assist the Cooperative Agreement partner in ensuring project goals and objectives are met and that



implementation is on track. If there are delays, work with HQ project officer to report to PGO and receive permission for an extension of activities.

### **QUALIFICATIONS REQUIRED:**

- 1. Education:** Minimum a Bachelor degree in Arts, Commerce or Science 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) in speaking/ writing English and Level IV (Fluent) in speaking/ writing Bangla is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum 5 years progressively responsible administrative experience in a local or International Non-Governmental Organization or a Multinational Organization including 2 years of communications experience is required.
- 4. Knowledge:** The incumbent must have knowledge of concepts, principles and regulations governing the administration of public health programs. Sound working knowledge of administrative functions and demonstrated ability to formulate and implement administrative practices and procedures required.
- 5. Skills and Abilities:** Microsoft office tools including MS word, excel, PowerPoint, and publisher; knowledge of procurement rules and regulations; financial tracking and management. Ability to assess problems and suggest realistic solutions is required. Excellent inter-personal skills in order to coordinate with U.S. Government and implementing/cooperating partners to ensure mutual cooperation are required. Intermediate user level of word processing, spreadsheets and databases 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, 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 US 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 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.

EFM's 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: May 29, 2014**

**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
- CDC: x
- FMO: x