

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

VACANCY ANNOUNCEMENT NUMBER – 15 – 073A

RE-ADVERTISEMENT

OPEN TO: All Interested Candidates/All Sources

POSITION: Administrative Assistant, FSN-7; FP-7
(Salary approx. Tk. 66,000 per month)

“Applicants who responded to Vacancy Announcement #15 – 073, need not reapply”.

OPENING DATE: March 13, 2016

CLOSING DATE: March 17, 2016 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

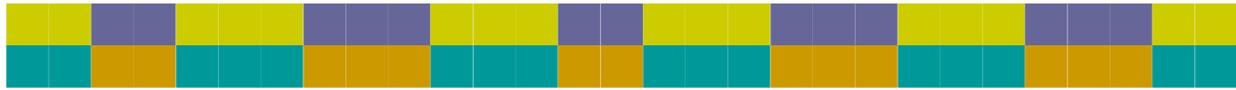
SALARY: Ordinarily Resident (OR): FSN-7

Not-Ordinarily Resident (NOR): FP-7*
*Final grade/step for NORs will be determined by Washington.

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Dhaka is seeking eligible and qualified applicants for the position of **Administrative Assistant**.

BASIC FUNCTION: The incumbent is responsible for performing a



comprehensive range of secretarial duties and administrative/clerical functions connected with the programming and grants activities of four Public Diplomacy Officers and the Cultural Affairs Office. Responsible for data input and all paper flow related work for a full range of professional, academic, citizen and youth exchange programs. Assist with maintaining federal assistance award files and organization. Serve as backup user of contact database, coordinating guest lists and invitations. Serve as backup for Public Affairs Officer (PAO) Secretary and for PAS time and attendance. Coordinate travel requests, vouchers, vehicle requests, expendable supplies, and facilities maintenance requests for PAS. Serve as the Public Affairs sub-cashier.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist four Public Diplomacy Officers (Cultural Affairs Officer, Assistant Cultural Affairs Officer, Public Diplomacy Officer, EFM Public Diplomacy Position) as well as LE Staff in the Cultural Affairs Office with planning and logistics for programs, exchanges, exhibitions, concerts, seminars and other Cultural Affairs Office activities and events. Serve as program assistant for a range of cultural programs and educational exchanges. Send announcements for various exchange programs. Assist Cultural Specialists to collect information from applicants and prepare candidate applications and paperwork for a full range of exchange programs. Develop vehicle schedules and coordinate with motor pool to arrange transportation for speaker, exchanges, and cultural programs.
- Locate\collect, and assemble information for various reports, briefings, conferences etc. Prepare and collect background data or documents when required. Type in final form drafts, notes, notices, letters, reports etc. Assist in federal assistance award (grant) clerical duties including filing and file organization. Design, organize, and maintain up-to-date file systems; organize the flow of clerical work. Operate the Post contact database that contains detailed information about PAS contacts. Coordinate graphic design, printing, delivery and distribution of invitations and other promotional items for cultural events.
- Coordinate and assist in arrangements for representational functions; prepare invitations and coordinate RSVPs. Provide information to the Protocol Assistant for guest lists, make invitation cards, and prepare RSVP responses for Ambassador and DCM's representational programs. Prepares representational claim vouchers for the American Officers and Cultural Affairs Office LE staff. Coordinate travel requests, vouchers, vehicle requests, expendable supplies, and facilities maintenance requests. Serve as PAS sub-cashier.
- Receive visitors and submit visitor access requests to the Security



Office; screen callers; give out routine information and answer basic inquires on PAS programs; make appointments for Public Diplomacy Officers; receive and route incoming correspondence and communications;. In the absence of the PAO's secretary, serve as back-up PAO secretary and backup timekeeper.

QUALIFICATIONS REQUIRED:

- 1. Education:** A Bachelor's 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 IV (Fluent) speaking and writing in English and Bangla is required. English language proficiency will be tested.
- 3. Prior Work Experience:** A minimum of five years of experience in administrative support work is required. Previous experience must demonstrate the ability to achieve full proficiency in this position.
- 4. Skills and Abilities:** Strong communication skills in oral and written English are required. The successful candidate must have excellent interpersonal skills and the ability to work effectively in a team environment. Proficiency in word processing and spreadsheet applications is required. Ability to draft standard correspondence of a general nature and to complete forms accurately is required. Ability to identify relevant and appropriate administrative and clerical requirements and execute work in accordance with established procedures and systems is required. Ability to organize and prioritize multiple tasks in a demanding environment, identify possible discrepancies in information, call appropriate attention to problems and follow-up on action items is required.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on Leave With Out Pay (LWOP)



ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security certification.

HOW TO APPLY:

Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered:

1. **Universal Application for Employment (UAE) (Form DS-174), available on our website at <http://dhaka.usembassy.gov/> (go to “About Us” and click on “Job Opportunities”); blank application forms are also available at the south barrier of the U.S. Embassy (near the Nepalese & Vatican Embassies); and**

[Application Form](#)

2. **Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)**

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

- I) A passport size photograph (taken within six months), and;**
- 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.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

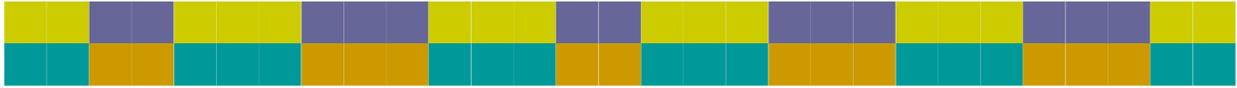
WHERE TO APPLY:

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

FOR FURTHER INFORMATION:

Human Resources Assistant
Telephone #88 02 5566 2000 (between 10am to 11am Sunday through Thursday)

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. 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, 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.



Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as



appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

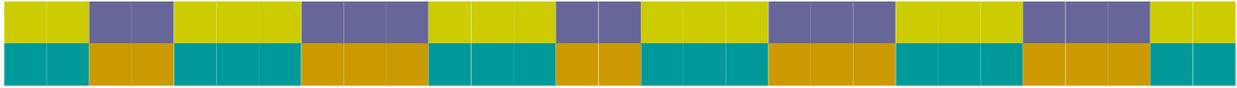
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.



Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Cleared by:

HRO: x
PAO: x
FMO: x