



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 11 - 005

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Administrative Assistant, Security, FSN-6; FP-8
(Salary approx. Tk. 38,000 per month)
- OPENING DATE:** January 12, 2011
- CLOSING DATE:** January 26, 2011 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 45 Hours/5 days per week

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST 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, Security** for its Regional Security Office (RSO).

BASIC FUNCTION: The incumbent is responsible to manage administrative programs in developing and implementing a variety of administrative support programs for the RSO/FSNI staff that enable them to effectively implement the Security Office policy formulation and execution responsibilities. Provides administrative support for such functional areas as organizational assessment, personnel resources, travel, office services, space management, equipment acquisition and maintenance and related administrative and management functions and activities.



MAJOR DUTIES AND RESPONSIBILITIES:

✚ Translation of documents including news clippings, official correspondence, and letters. Monitors RSO/FSNI (Foreign Service National Investigator) administrative activities and procedures for maintaining and tracking investigations; analyzes and resolves problems in these areas and develops recommendations for administrative and management changes that are designed to improve overall RSO/FSNI operations. Coordinates, facilitates and assists in the accomplishment of operational functions and processes that meet all background investigation business requirements, and monitors FSNI operations to ensure administrative processes support management in meeting the organizations goals and objectives. Acts as liaison with FSNI staff and RSO to ensure currency of administrative methods, procedures and processes.

✚ Analyzes and coordinates all FSN administrative actions related to supplies, forms, facilities and space, heating and cooling, furniture and office equipment. Serves as custodian of FSNI personal property, and establishes control and accountability systems for personal property. Performs a variety of special assignments involving the collection, analysis and reporting of data required in the preparation of administrative documents. Develops spreadsheets, databases, graphs, and charts in providing administrative support; serves as back-up office time keeper to all FSNI staff; serves as computer liaison with Embassy help desk and provides computer systems support to office personnel. Initiates and follows up on requisitions for equipment and technical services for the office.

✚ Updates organizational telephones, electronic lists and security telephone trees. Establishes and maintains office personnel files, including travel records and training opportunities; maintains and keep inventory of equipment and supplies; prepare leave schedule. Verify completed security certifications against mission SOP, assign new certifications to FSNI staff. Performs Sub-cashier duties such as examination of vouchers submitted by FSNI staff and vendors for supervisor approval etc. during RSO events. Production and issuance of identification badges and maintenance of badging system.

✚ Prepare, assign and record personnel folders for newly hired Foreign Service National staff of all agencies in the mission, American Recreation Association, US Commissary, household staff, and other temporary project employees. Assists in background investigations including personnel interviewing, facilitating document screening, and preparation of records checks and submission of reports of interview per direction of RSO.



- ✦ Produce regular status reports of full filled background investigation (FFBI) cases for FSNI Supervisor and RSO/ARSO. Updates and reports weekly statistical reports for FFBI data against each investigator for RSO. Conducts fingerprinting of all FFBI subjects and submit to personnel records.
- ✦ Initiate letters of inquiry to local law enforcing agencies and security services for records checks and monitor responses insuring requests are fulfilled. Liaise appointments and meetings with ranking host government law enforcing agencies and security officials as directed by the RSO/ARSO.
- ✦ Travels at direction of the RSO for administrative support of the FSNI staff and RSO.

QUALIFICATIONS REQUIRED:

- 1. Education:** 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 III (Good working knowledge) English & Bangla. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum 2 years of progressively responsible experience in administrative management is required.
- 4. Knowledge:** Requires solid working knowledge of general administrative and office procedures. Ability to type 40 w.p.m. using Microsoft Word. Working knowledge of computer operations and ability to utilize Excel, Photoshop, and Access.
- 5. Skills and Abilities:** Working knowledge of computer operations and ability to utilize Excel, Photoshop, and Access required.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in their application.

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.

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: January 26, 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

RSO: x

FMO: x

MGT: x