

EMBASSY OF THE UNITED STATES OF AMERICA
Bangui, Central African Republic

VACANCY ANNOUNCEMENT

NUMBER: APER 010/12

DATE: July 23, 2012

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: GENERAL SERVICE ASSISTANT
OPENING DATE: July 24, 2012
CLOSING DATE: August 06, 2012
WORK HOURS: Full-time; 40 hours/week
POSITION GRADE: *Ordinarily Resident: CFA 6,082,451p.a. (starting Base salary)
Position Grade: FSN-07

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Bangui is seeking an individual for position of General Service Assistant in the GSO section.

BASIC FUNCTION OF POSITION:

Under the supervision of the Embassy's sole General Services Officer, incumbent is primary liaison for all Embassy contracts including the gardening and cleaning contracts, overseeing these contractors work at the Embassy compound and the residences. The A/GSO will be responsible for maintaining up-to-date records of Bangui's housing market and searching for Embassy housing when needed. This will include briefing the GSO on housing options in Bangui. As the Embassy's purchase card holder, the A/GSO will be responsible for monthly reconciliations of the purchase card and ensuring all approvals are completed prior to working with Procurement on purchases. Incumbent will also be responsible for maintaining Blanket Purchase Agreements with local vendors.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. REQUIRED EDUCATION:

Completion of secondary school or local equivalent.

2. REQUIRED WORK EXPERIENCE:

At least three years doing customer service/coordination work in the GSO area (travel, transportation, housing, warehousing) for a NGO or other international organization.

3. REQUIRED LANGUAGES:

English Level III Speaking/Reading/Writing
French Level III Speaking/Reading/Writing
Sango Level III Good working knowledge
Language proficiency will be tested.

4. REQUIRED TECHNICAL KNOWLEDGE:

Must exercise tact in dealings with American personnel and community liaisons. Judgement to involve supervision when needed. Basic keyboard skills to include Excel and PowerPoint. Basic numerical skills for spreadsheets use. Basic Drivers license.

SELECTION PROCESS:

When qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the 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. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertized positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personnel Services Agreements (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.
5. The candidate must be able to obtain and maintain a security clearance.

TO APPLY:

Interested applications for this position must submit the following or the application will not be considered:

1. Application for employment as a locally employed staff or family member (DS-174) and
2. A current resume or curriculum vitae that provide the same information as a DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Management Officer
American Embassy Bangui
P.O. Box 924
Bangui, CAR
Attention: Warren Nixon

DEFINITIONS:

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
 - a) US citizen;
 - b) Spouse or dependent that is at least age 18;
 - c) Listed on the travel orders of a Foreign or Civil Service or informed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and
2. Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
3. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

4. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
5. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency based in the host country and has the required work and/residency permits for employment in the country.
6. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
7. The U.S. Mission in CAR 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.

Warren Nixon
Management Officer