



**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 13/02**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** **OFFICE MANAGER**  
FSN-9/FP-5 (Steps 1through 4)

**OPENING DATE:** January 28, 2013

**CLOSING DATE:** February 8, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** P179,450 p.a. (Starting salary)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The Centers for Disease Control and Prevention (CDC/BOTSWANA) in Gaborone is seeking an individual for the position of Officer Manger.

**BASIC FUNCTION OF POSITION:**

The incumbent serves as the Administrative Team Lead in the Centers for Disease Control (CDC) Botswana Office; responsible for the provision of day-to-day administration and managerial guidance and direction with responsibility for managing and coordinating administrative activities such as budgeting for office operations, staff travel, motorpool services, office reception, human resources, property and procurement, thus ensuring effective and efficient office operations; interprets U.S. Government (USG) management policies and procedures, reviews program documents for management implications, ensures effective support services and assists in the formulation of administrative office procedures.

**QUALIFICATIONS REQUIRED:**

- Completion of secondary school plus a diploma or higher degree in business, management, administration, accounting or related field is required
- Five years of experience. Specifically: a) two years of progressively responsible administrative experience and three years supervisory experience
- Level IV English and Level III Setswana (speaking/writing/reading) are required
- Must be able to work independently to assess problems and issues, and develop realistic solutions related to routine office administration issues.
- Must be able to supervise
- Must be proficient in Microsoft Office applications

A copy of the complete position description listing all duties and responsibilities is available in our internet site [http://botswana.usembassy.gov/job\\_opportunities.html](http://botswana.usembassy.gov/job_opportunities.html)

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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. 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**

Candidates interested in applying for this position must follow the application instructions by submitting an application which contains all of the required information listed below. **Failure to do so will result in an incomplete application which will not be considered.**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 6 below for more information); **plus**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. **If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**
  - A. Position Title
  - B. Position Grade
  - C. Vacancy Announcement Number (if known)
  - D. Dates Available for Work
  - E. First, Middle, & Last Names as well as any other names used
  - F. Date and Place of Birth
  - G. Current Address, Day, Evening, and Cell phone numbers
  - H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
  - I. U.S. Social Security Number and/or Identification Number
  - J. Eligibility to work in the country (Yes or No)
  - K. Special Accommodations the Mission needs to provide
  - L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
  - M. Days available to work
  - N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
  - O. U.S. Eligible Family Member and Veterans Hiring Preference
  - P. Education

- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

**SUBMIT APPLICATION TO:**

Human Resources Assistant  
American Embassy  
P.O. Box 90  
Gaborone (or hand deliver)  
Or email: [HROGaborone@state.gov](mailto:HROGaborone@state.gov)

**POINT OF CONTACT**

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**CLOSING DATE FOR THIS POSITION: February 8, 2012**

The US Mission in Gaborone 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.