



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2012- 07

April 24, 2012

Open To: All Interested Candidates/All Sources

Position: Management Assistant FSN 105 -7

Opening Date: Immediate

Closing Date: **REVISED DATE: May 7, 2012 at 17:00**

Work Hours: Full Time Schedule - 40 hours/week

THIS NOTICE CHANGES THE DUE DATE FOR APPLICATIONS

The U.S. Embassy in Bujumbura is seeking an individual for the position of Management Assistant in the Management Section. All ordinarily resident (OR) applicants must have the required work and/or residency permits to be eligible for consideration.

BASIC FUNCTION OF POSITION

Serves as a Management Assistant in the Management Office and performs a variety of administrative support functions with minimum supervision by the Management Officer. Schedules meetings and maintains the Management Officer's calendar, organizes flow of clerical processes throughout the Management section. Assists the Management Officer in coordination and preparation of special events. Disseminates and receives correspondence for the Management Officer, assuring timeliness and efficiency in following up. Drafts responses to written inquires and drafts action memos as required by the Management Officer.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

MANAGEMENT OFFICER ADMINISTRATIVE SUPPORT

40%

Updates the Management Officer's calendar, making sure that important events are scheduled or rescheduled as appropriate. Maintain reminders of due dates. Communicate to Mission staff, GOB officials and contacts, and advise to avert conflicts and give heads-up on openings on the Management Officer's calendar. Use own initiative to direct meeting requests where appropriate utilizing knowledge of management functions, programs, personnel and services. Keep track and notify the Management Officer of commitments and make appointments as necessary. Take initiative to ensure that Post's Management Officer is kept abreast of all Embassy activities and upcoming events that deadlines are met, and that problems/issues are resolved in a timely fashion. Maintains the Management Office's Action File and reminds officers of upcoming due date on all action items. Sort and distribute the Management Officer's

mail and correspondence. Maintain the Management Office's subject files. Prepares all travel arrangements and hotel reservations for the Management Officer, liaising with the travel assistant and FMO for necessary travel documents and procedures, arrange for transportation and expeditor services for the Management Officer when on official duty. Assures the proper functioning of the Management Office by ordering office supplies, and making procurement requests.

30%

Collects factual information/data needed for the Management Office purposes on the basis of specific instructions from the Management Officer; verifies accuracy, organizes, and presents information in a prescribed format. Maintains the Mission phone tree. Coordinates all of the Management Office's unclassified written and telephone correspondence. Makes outgoing, and screens incoming, telephone calls for the Management Office, takes messages, answers inquiries and solves problems whenever possible. Translate routine correspondence or documents to/from French/English/Kirundi. Drafts responses to written inquiries, including Country Clearances cables, and assists with correspondence from the Management and other Embassy Offices. Prepares and oversees the proper publication, numbering and distribution of all Management Notices. Prepares and types a variety of documents, reports, cables and letters, assuring the accuracy and proper format of finished products. Serves as a coordinator for all documentation and supporting material needed for the Management Office ensuring submission are complete and assembled in accordance with management procedures and or supervisor's instructions. Prepares Management Representational reimbursement vouchers as and when required.

10%

Assists the Management Officer with the preparation of, and maintenance of the Duty Officer Book and Roster. Coordinates with the RSO, Protocol and Consular Sections on Duty Book maintenance and updates, and reminds Officers of reporting duties. Coordinates the Duty Officer schedule by publishing initial schedules and making appropriate changes based upon scheduling conflicts. Makes arrangements for Management Officer and Section meetings, as well as, all meetings and conferences held in the Chancery conference rooms. Sends out appropriate Management e-mails and notices.

MANAGEMENT SUPPORT ACROSS AGENCIES AND SECTIONS

20%

Working in liaison with all management offices across the three Post agencies, incumbent oversees select management, administrative, and program coordination functions in support of a broad range of Post program activities, and participates fully in the planning and coordination of Post activities. Incumbent is responsible to coordinate all eCountry clearance r and extends assistance to all Mission visiting TDYers. Incumbent provides support to various offices in coordinating events like the cross cultural discussions, awards ceremonies, July 4th Independence Day and facilitating VIP/CODEL visits in the country and may be required to contact Government of Burundi officials from time to time. Monitors and obtains specific information on a recurring basis by contacting personnel in person, by telephone, or through correspondence. Incumbent coordinates with mission officials on edits in Post Report and Post Profiles.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education** - High School diploma is required.
- b. **Prior Work Experience** - Two to four years of progressively responsible secretarial/administrative positions or related field is required.

- c. **Post Entry Training** - Basic instruction on specialized functions of office software is required.
- d. **Language Proficiency:** Level IV English, French and Kirundi abilities are required.
- e. **Knowledge** - Must know general office management and administrative procedures and must be entirely familiar with Mission and Management Section organization within two months.
- f. **Skills and Abilities** - Typing speed 40 wpm and must be computer literate i.e Microsoft word and excel is required.

POSITION ELEMENTS

- a. **Supervision Received** - Works under direct supervision of Management Officer.
- b. **Available Guidelines** - Verbal instructions published Administrative procedures and regulations in FAM.
- c. **Exercise of Judgment** - Must determine proper grammar, format of correspondence, priority and importance of those requesting access. Must also determine action office for tasking.
- d. **Authority to Make Commitments** - Has authority to make appointments and arrange meetings for supervisor and control of access.
- e. **Nature, Level and Purpose of Contacts** - Working contacts are American and Local supervisors of sections under the supervision of Management Officer, as well as Ambassador/DCM's secretaries. Also has contact with mission visitors, Government of Burundi officials and City of Bujumbura officials. Makes contact with other agencies and sections for country clearance issues.
- f. **Supervision Exercised** - N/A
- g. **Time Required to Perform Full Range of Duties after Entry into the Position** - 52 Weeks

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 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

Interested candidates for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae; **plus**

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.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Application for Employment.

Failure to do so will result in an incomplete application.

- 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 Office
Attention: The Human Resources Officer
Embassy of the United States
Avenue des Etats Unis
B.P 1720 Bujumbura
or
Email: BujumburaHR@state.gov

POINT OF CONTACT

Telephone: 22.207.263

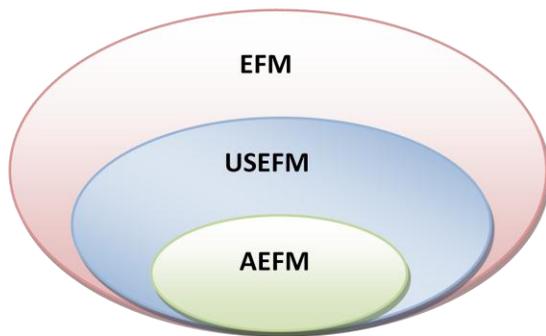
CLOSING DATE FOR THIS POSITION: May 7, 2012 at 17:00

The US Mission in Bujumbura 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.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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.

4. **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.

5. **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).