

U.S. Embassy Rabat ✧ Human Resources Office
Vacancy Announcement
ADMINISTRATIVE CLERK
Announcement Number: 11-33

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: ADMINISTRATIVE CLERK, FSN-06, FP-08*

OPENING DATE: Friday, August 5, 2010

CLOSING DATE: Friday, August 19, 2010

WORK HOURS: Full-time, 40 hours/week

SALARY: *Not-Ordinarily Resident: \$35,753 p.a. (Starting Salary based on 40 hours)
(Position Grade: FP-08 following confirmation by Washington)

*Ordinarily Resident: DH 120,224 p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments)
(Position Grade: FSN-06)

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

The U.S. Embassy in Rabat is seeking an individual for the position of Administrative Clerk in the Facility Maintenance Section.

BASIC FUNCTION OF POSITION: The incumbent will perform clerical and support services for maintenance on USG owned and leased properties. Typical tasks will include phone reception, Ariba submittals and tracking, staff notices, customer support, FM calendar, FM Calendar, Work Orders, Fuel deliveries, and contractor coordination. Services may include other tasks related to M&R activities as assigned by Maintenance Supervisor or FM. Incumbent receives work assignments from FM and Maintenance Supervisor, will coordinate with other M&R staff and other departments as needed.

QUALIFICATIONS REQUIRED

NOTE: *All applicants must meet all qualifications and provide supporting documentation for each criterion below*

Education: Completion of secondary education is required.

Experience: Three years of experience with Office Management is required.

Language: Level 3 (Good Working Knowledge) in English and Arabic is required. Level II in French is required.

Knowledge:

-Working knowledge of office procedures, computers and software is required.

Abilities and Skills:

-Must have local driver license.

-Must possess excellent verbal and written communication skills in Arabic and English.

-Must have basic computer skills and familiarity with business software.

SELECTION PROCESS

When equally qualified, US Citizen EFMs and US 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 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.
3. 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.
4. 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.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions. A waiver to this requirement by the employee and cleared by the American supervisor must be submitted to the Human Resources Officer for approval prior to applying for a position.

TO APPLY

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

1. Universal Application for Employment, DS-174 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. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: Human Resources Office
Attention: Vacancy Announcement 11-33
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: RecruitmentRabat@state.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

----- *DEFINITIONS

1. 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.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - 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.

3. 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 LCP.

The US Mission in Morocco 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 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.

13. Basic Function Of Position

Perform clerical and support services for maintenance on USG owned and leased properties. Typical tasks will include phone reception, Ariba submittals and tracking, staff notices, customer support, FM calendar, Work Orders, Fuel deliveries, and contractor coordination. Services may include other tasks related to M&R activities as assigned by Maintenance Supervisor or FM. Incumbent receives work assignments from FM and Maintenance Supervisor, will coordinate with other M&R staff and other departments as needed.

14. Major Duties and Responsibilities

Performs all tasks necessary to maintain embassy in working order, including the following tasks and estimated time		_____ % of Time
Phone Reception	5 %	FM Calendar 5%
Work Orders, Ariba	35	Other related tasks 10
Staff Support	20	
Customer Support	20	
Contractor coordination and Escort	5	

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15. Qualifications Required For Effective Performance

- a. Education
Completion of Secondary School is required. College courses related to Office and Business Operations is beneficial.

- b. Prior Work Experience
Three years of experience with Office Management. Experience in building trades is beneficial.

- c. Post Entry Training
Procedures and policies of US State Department and Operations of Facility Maintenance.

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Arabic III/III (speak/read); French II/II; English III/III

- e. Job Knowledge
Must have working knowledge of office procedures, computers and software. Familiarity with Building Operations, Contracts and/or Maintenance is beneficial.

- f. Skills and Abilities
Must have local driver license. Must possess excellent verbal and written communication skills in Arabic and English. Must have basic computer skills and familiarity with business software.

16. Position Element

- a. Supervision Received
Receives direct supervision from FM. Maintenance Supervisor. Other admin staff may direct activities at times. Receives assignments verbally or in written form. Priorities are established by the FM.

- b. Supervision Exercised
No formal supervision exercised. Coordinates maintenance of buildings in conjunction with other admin staff, trades, outside vendors and contractors.

- c. Available Guidelines
Embassy SOP. FM standards.

- d. Exercise of Judgment
Manages assigned tasks, communicates requests and information to appropriate staff and vendors.

- e. Authority to Make Commitments
None. Defer to Supervisor.

- f. Nature, Level, and Purpose of Contacts
Contacts are of a business nature with local staff, vendors, and other embassy personnel. Close coordination with Property and Supply personnel is required to support the overall maintenance effort.

- g. Time Expected to Reach Full Performance Level
Six Months