

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 011-11

- OPEN TO:** US Citizen Eligible Family Members (AEFMs)
- POSITION:** General Services Office Assistant, FSN-08; FP-6
- OPENING DATE:** October 13, 2011
- CLOSING DATE:** Until Filled
- WORK HOURS:** Full time, 40 hours/week
- SALARY:** Information on salary may be obtained from the Human Resources Office.

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

The U.S. Embassy in Brazzaville is seeking an individual for the position General Services Office Assistant, in the General Services Section.

BASIC FUNCTION OF POSITION

As an Assistant to the Management Officer, the incumbent performs a wide range of general services duties. Incumbent will directly supervise the Travel Assistant and Clerk and the Motorpool Dispatcher. The incumbent will be responsible for Make-Ready coordination of residences for incoming employees and serve as backup to Management Assistant during absences. The job holder will perform special projects as needed in any of the six General Services Office portfolios (Housing, Customs & Shipping, Travel, Motorpool, Warehouse and Procurement).

QUALIFICATIONS REQUIRED

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

1. Education:

A minimum of 2 years of university studies in business administration or similar field.

2. Prior work experience:

Five years of progressively responsible administrative experience is required. .

3. Language requirements

Level IV (Fluent) Speaking/Writing/Reading English and Level II (Limited Knowledge) French abilities are required.

4. Knowledge

Must have a good working knowledge of filing systems, office management procedures and a well developed understanding of internal controls. Skills in Microsoft Office Package (Word, Excel, Power Point, Access, Outlook).

5. Skills and abilities

Completion of specialized training or experience in administrative skills including in independent use of computer required. Demonstrated abilities and capabilities in supervising, tact, courtesy,

adaptability, initiative, resourcefulness, creativity, and cooperativeness, good judgment in determining priorities and making decisions.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) 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 employees serving a probationary period are not eligible to apply.
3. Current employed U.S. citizen EFMs who hold a FMA appointment 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. Successful candidate must be able to obtain the required security clearance.

TO APPLY

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

1. Application for U.S. Federal Employment (SF-171 or OF-612) or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
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 APPLICATION TO

Management Officer

U.S. Embassy Brazzaville -Boulevard Maya-Maya

No: 70-83 sections D (Face Maternité Blanche Gomez) Bacongo, Centre-ville.

E-mail: BrazzaHRO@state.gov

PHONE: 612-2000 / 612-2073 / 612-2143

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, or Foreign services.

2. 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 US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a 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.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: Until filled

The US Mission in Brazzaville 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.