

Djibouti, Djibouti

October 27, 2013

**VACANCY ANNOUNCEMENT NUMBER: 25-13**

**OPEN TO:** Eligible Family Members (AEFMs) – All Agencies  
**POSITION:** RSO Administrative Assistant, FP-8  
**OPENING DATE:** October 27, 2013  
**CLOSING DATE:** November 03, 2013  
**WORK HOURS:** Part-time; 30 hours/week  
**GRADE:** FP-08

The U.S. Mission Djibouti is seeking one Eligible Family Members (EFM) for employment in the position of **RSO Administrative Assistant** in the Regional Security Section of the Embassy.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 45 30 00.

**BASIC FUNCTION OF POSITION**

Incumbent serves as the Administrative Assistant to the Regional Security Office. She/he provides administrative support to the RSO section, manages the calendars of the RSO and ARSO, and ensures that there is a timely and accurate exchange of security related information between RSO personnel, to include its LE Staff and customers.

**DUTIES**

**1- Provide administrative support:**

- Screens telephone calls, maintains appointment calendars for RSO and ARSO, and manages classified and unclassified filing systems.
- Manages, coordinates and supervises the flow of information for the RSO, ensuring that the appropriate persons are apprised in a timely manner.
- Controls paper flow to and from the RSO's office, ensuring appropriate action is taken in a timely fashion when required.
- Provides administrative support for RSO TDY personnel and VIP visits when tasked.
- Serves as quality control officer, ensuring that all cables, memos and documents produced or reviewed by the RSO are properly edited and that the addressed issues have been tasked.
- Screens and approves all incoming Visitor Access requests.
- Prepares Security Office work orders and procurement requests.
- Drafts security related notices and correspondences as requested by the RSO or ARSO.
- Manages logistics which include research, procurement and acquisition of security equipment and office supplies.
- Coordinates Floor Warden Activities to include meetings, drills and distribution of related documents.

- Reviews incoming cables and other correspondences, bringing items of interest to the RSO or ARSO as needed.
- Properly safeguards classified information.
- Responds to routine security-related inquiries and requests from Mission employees and the American community.

**2- Special C/T initiatives and other duties as needed by the Security Office**

Provides administrative support for RSO related C/T Programs to include Anti-Terrorism Assistance (ATA) Program and the International Law Enforcement Academy (ILEA) Program. Responsibilities include, but are not limited to, the drafting of cables, coordination of travel arrangements and medical requirements, request for and dissemination of national agency checks, and the drafting and revision of travel letters, student handouts and course briefings

**Supervisory responsibilities:** None

**QUALIFICATIONS REQUIRED**

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

1. **Required Education:** Completion of High School Degree is required.
2. **Required Prior Experience:** 2 to 3 years of general office management experience is required
3. **Language Requirement:** Level 4 (Fluent) Speaking/Reading English is required. **(English language proficiency will be tested)**
4. **Knowledge:** General knowledge of office work, protocol procedures and filing system
5. **Skills and Abilities:** Strong Computer and Microsoft Office skills. Strong organizational and communication skills. Successful candidate must be granted a Top Secret clearance.

***SELECTION PROCESS***

When equally qualified, US Citizen Eligible Family Members (AEFM) 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 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.

## **TO APPLY**

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **and**
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; plus DS -174
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., letters of employment; essays, certificates, awards; driving license; and copies of degrees earned) 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.

### **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. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

**SUBMIT APPLICATION TO**

U.S. Embassy  
Human Resources Office  
P.O. Box: 185  
Djibouti, Djibouti

**POINT OF CONTACT**

Human Resources Office  
Telephone: (253) 21 45 30 00  
E-Mail: DjiboutiHR@state.gov  
FAX: (253) 21 45 30 20

**DEFINITIONS**

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.

5. **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.

6. **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).

**CLOSING DATE FOR THIS POSITION: NOVEMBER 03, 2013 COB 16:30**

The US Mission in Djibouti 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.