



Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 65

The U.S. Embassy in Cairo is seeking an individual for the position of **Admin Assistant (Budget)** in Consular Section.

OPEN TO: All interested candidates.

POSITION: **Admin Assistant (Budget)** - LES-8⁽¹⁾; FP-6⁽²⁾

OPENING DATE: July 2, 2015

CLOSING DATE: open until filled

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

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-8, step 1 is L.E. 98,851

(2) Actual FP grade and salary will be determined by the US Department of State.

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

BASIC FUNCTION OF POSITION

The incumbent acts as the Consular Office Manager, providing liaison between Consular Section and all other external and internal organizations. The incumbent reports directly to the Consul General, managing his schedule and contacts, and provides administrative support for the Deputy Consul General, and the American Citizen Services (ACS), Visa and Information and Correspondence Units (ICU). The incumbent is responsible for day-to-day management of the nonimmigrant visa referral program. The incumbent is also responsible for coordinating major consular projects such as the annual Consular Package, Consular funding cables, submitting and monitoring procurement and facilities maintenance requests, completing the section's time and attendance reports and maintaining the consular section's contact list for Embassy events.

The incumbent assists in correspondence with senior host government directorates and senior foreign mission personnel; coordinates with senior mission staff; prepares Consular Section time and attendance sheet, and responses to inquiries from U.S. and host-country officials, other mission officers, and government agencies; provides translation of written documents and translation support for visitors when needed.

QUALIFICATIONS REQUIRED

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

1. A bachelor's degree in Secretarial Science, Business, Computer applications, Personnel, Library Science, or Liberal Arts is required.
2. Three years in Administrative/Government Services/Para-professional is required.
3. Must be fluent in spoken and written Arabic and English at the 4/4 level in both languages.

SELECTION PROCESS

"Mission policy prohibits pre-selection of applicants."

Best qualified displaced/RIFed employees will receive priority consideration if no US Citizens Family Members, or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) 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. 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 U.S. Citizen EFMs who hold an FMA appointment 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 applicants for this position must submit the following to be considered:

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

POINT OF CONTACT

Lamiaa Hafez or Cindy El Deib

Telephone: 2797-3001

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FAX: 2797-2611

Drafted: LHafez
Cleared: DEIGohary
Approved: Tod Duran

CLOSING DATE FOR THIS POSITION: open until filled

The US Mission in Cairo 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.