

# AMERICAN EMBASSY MALABO, Equatorial Guinea

## Vacancy Announcement

No. 2011 - 021	Date: May 11, 2011	Ref:
Subject:	ADMINISTRATIVE CLERK (CONSULAR/PUBLIC DIPLOMACY)	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates  
**POSITION:** FSN-06, Administrative Clerk  
**OPENING DATE:** May 11, 2011  
**CLOSING DATE:** May 24, 2011  
**WORK HOURS:** Part-time; 20 hours/week  
**SALARY:** 7,257,867 XAF p.a.  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.  
**CANDIDATES WHO PREVIOUSLY APPLIED FOR POSITION #2011-012 NEED NOT RE-APPLY.**

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

The U.S. Embassy in **Malabo, Equatorial Guinea** is accepting applications for the position of **Administrative Clerk for the Consular and Public Diplomacy offices.**

### **BASIC FUNCTION OF POSITION**

Incumbent provides clerical, administrative and logistical support services to the Consular and Public Diplomacy Sections. Screens paperwork submitted by visa applicants and assures that these cases are properly and thoroughly documented prior to Officer interview and approval. Manages the logistics of Public Diplomacy programs and outreach events. Assists in developing on-going thematic public diplomacy events and education campaigns.

A copy of the complete position description listing the major duties and responsibilities is available in the Office of Human Resources.

### **POSITION REQUIREMENTS**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.**

1. **Education:** Two years of post secondary school study.
2. **Experience:** Minimum of two years of progressively responsible administrative or management experience in an international organization, with emphasis on customer service.
3. **Language Proficiency:** English Level IV (fluent) and level IV Spanish (fluent) in speaking/reading/writing are required.
4. **Job knowledge:** Must have a thorough understanding of the Equatorial Guinean law relative to birth, marriage, death and adoption, validity of civil documents, education qualifications and fraud trends. Incumbent must have an excellent knowledge of local educational, political and social. Must be familiar with local Cultural Centers, Town Halls, Schools, and other public

organizations to maintain working relationships for Public Diplomacy projects and events.

Must be able to cultivate relationships with village and town officials to facilitate event and project implementation.

5. **Skills and Abilities** Must have excellent customer service skills. Ability to draft correspondence in correct English. Must have excellent organizational skills and be able to work efficiently in a multi-tasking environment. Sound computer skills (Microsoft office suite, internet)

**SELECTION PROCESS:** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important 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 Not Ordinarily Residents 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.
6. All completed applications received by the closing date will be reviewed by HR to determine which applicants meet the advertised position's required qualifications. When appropriate, the Human Resources Office will administer necessary skill testing, such as language proficiency or typing, to confirm an applicant's qualifications.

#### **TO APPLY**

Interested applicants for this position must submit their applications according to the recommendations below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**); available at the Embassy Gate and Internet Web site. This form must be completed in English;
  2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the requirements of the position as listed.
  3. Indicate position title and vacancy announcement number on the top right corner of the envelope or application form.
  4. If applying by email, indicate the position title and vacancy announcement number on the subject line at the following address: [malaboapplicant@state.gov](mailto:malaboapplicant@state.gov)
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

#### **SUBMIT APPLICATION TO:**

**Embassy of the United States of America,**  
**KM-3 Carretera de Aeropuerto (El Paraíso),**  
**Malabo - Equatorial Guinea**

or [malaboapplicant@state.gov](mailto:malaboapplicant@state.gov)

**POINT OF CONTACT:** Tel: (+240) 333-098 895, HR Section

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## **DEFINITIONS**

1. 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.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS and uniform 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.
3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
  - Have US citizenship;
  - Be at least age 18;
  - Be listed as a spouse or dependant on the travel orders of a Foreign, 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; and either
    - Be resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
    - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

<b>CLOSING DATE FOR THIS POSITION is MAY 24, 2011</b>
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### **AN EQUAL OPPORTUNITY EMPLOYER**

The US Mission in Malabo 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.

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