

# AMERICAN EMBASSY MALABO, Equatorial Guinea

## Vacancy Announcement

No. 2012-018	Date: December 20, 2012	Ref:
Subject:	WORK CONTROL CLERK	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates  
**POSITION:** Work Control Clerk, FSN-5  
**OPENING DATE:** December 19, 2012  
**CLOSING DATE:** Open until filled  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** XAF 5,740,378 p.a.  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

### **NOTE:**

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THEIR APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED OF THE RESULTS OF THE INTERVIEW.**

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **WORK CONTROL CLERK**.

### **BASIC FUNCTION OF POSITION**

In working with customers, contractors, landlords, Financial Management and General Services Office staff, the incumbent is responsible for processing service request work orders and maintenance work requirements that are generated from the system, from start to finish. This involves routing work orders to General Services Office staff or Financial Management as appropriate and then following through with the completion and close out of each work order in a timely fashion. By using interpersonal skills this person is to interact with customers as to make them understand the details surrounding their work order(s), expected dates of completion, and articulate realistic expectations in a positive manner. This person also acts as the Safety Program Coordinator and assistant to the Post Occupational Health and Safety Officer (POSHO).

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

### **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:** University studies or vocational training in facilities management or environmental safety or related field (construction, engineering, architecture, etc.).
2. **Experience:** At least two years of Customer Service in fields of Facility Management, Construction, Maintenance.
3. **Language:** Level III in both English and Spanish language written, and spoken proficiency required.
4. **Job knowledge:** Comprehensive knowledge of SHEM and OSHA guidelines and required practices and procedures; general specialist knowledge of environmental safety standards.

5. **Skills and Abilities:** Standard level keyboard and computer skills to include specialized software, database management, spreadsheets, etc. Must possess excellent written and oral skills in order to conduct training and drafting of materials and reports in the performance of duties. Ability to coordinate, prioritize and oversee multiple projects. Excellent interpersonal and communication skills. Ability to be flexible, resourceful, service-oriented, and self motivated, and to work within the existing mission structure.

### **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.

### **TO APPLY**

Interested applicants for this position must submit their applications according to the instructions 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 qualifications for the position as listed.
  3. Indicate the position title and the 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 and send the application to 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) 333098895, HR Section

### **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 residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen Eligible Family Members (EFM) and EFMs of Foreign Service, Civil Service and uniformed service members who are eligible for employment under

a US government 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 dependent 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>THIS POSITION IS OPEN UNTIL FILLED</b>
---

**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.