

# AMERICAN EMBASSY MALABO, Equatorial Guinea

## Vacancy Announcement

No. 2011-04	Date: February 1, 2011	Ref:
Subject:	PROPERTY MANAGEMENT ASSISTANT	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates  
**POSITION:** FSN-7, PROPERTY MANAGEMENT ASSISTANT  
**OPENING DATE:** February 1, 2011  
**CLOSING DATE:** February 14, 2011  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** 8,895,774 XAF p.a.  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

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

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

### **BASIC FUNCTION OF POSITION**

Under the general supervision of the General Services Officer, is responsible for the Property Management program for Malabo mission – receiving, packing, storing and issuing of non-expendable supply items, office and household furnishings, and the set up and maintenance of the warehouse and storage containers in the warehouse compound.

### **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:** Completion of High School education and two years vocational or college study in Administration or business is required.
2. **Experience:** Three years progressively experience in warehousing, stores management and supplies in an international organization or large institution.
3. **Language:** Level III (good working knowledge) Speaking/Reading English and Level III (Good working Knowledge) Speaking/Reading Spanish are required.
4. **Job knowledge:** Thorough understanding of regulations pertaining to property management, inventory, storekeeping and supplies. Knowledge of ordering procedures from catalogues and internet.
5. **Skills and Abilities:** Job holder must have knowledge on basic computer programs including data management. Ability to direct and supervise laborers on packing, loading/unloading, and storing stocks. Must be able to account for stocks received, stock and/or issue, and be able to

prepare reports on expendable and non-expendable property management activities. Ability to perform arduous work and lifting heavy objects. Must be able to operate forklift and material handling equipment.

### **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 EFM's 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) 333098 895, 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>THE CLOSING DATE FOR THIS POSITION is FEBRUARY 14, 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.