EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Dan Trif, A/Management Officer

ANNOUNCEMENT NUMBER: **2015 – 031**

Open to: All Interested Candidates/All sources

Position: **Administrative Assistant/Chauffeur, FSN-5*; FP-9***

Opening Date: August 19, 2015

Closing Date: September 2, 2015

Work Hours: Full-time; 40 hours/week

Salary:
***Ordinarily Resident person: See Definitions**
LCP- 51,523,087 FG p.a.
(Position Grade: FSN-5)

*IF CANDIDATE IS A "NOR" CANDIDATE OR "AEFM" CANDIDATE, PLEASE CONTACT HR FOR ADDITIONAL INFORMATION ON COMPENSATION

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

Only complete application: filled DS-174 + documentation (Education and Work, certificates including start and end dates, trainings, awards, driver's license) that address the qualification requirements of the position will be **considered for screening**.

APPLICATIONS CAN EITHER BE BROUGHT TO THE U.S. EMBASSY'S MAIN ENTRANCE OR BE SENT TO **ConakryHR@state.gov.**

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4298/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS;
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

BASIC FUNCTION OF POSITION

Position is a mixed position requiring both administrative support and chauffeur responsibilities for the U.S. Defense Attaché Office (USDAO). Job holder prepares correspondence to host nation government, including diplomatic notes regarding US Military overflight/landing requests. Prepares and maintains administrative files to include guest lists, invitations and vehicle maintenance. Job holder is the lead chauffeur for the Defense Attaché and DAO visitors, including military VIPs. In this capacity, job holder operates a wide variety of motor vehicles in support of the USDAO. Job holder also has responsibility for ensuring that DoD office and motor vehicle equipment are properly maintained and routine servicing is done.

QUALIFICATIONS REQUIRED

- Completion of secondary education with diploma is required.

- Two years motor vehicle driving experience as a chauffeur with no more than 2 minor traffic infractions is required. This experience as a chauffeur must include basic clerical recordkeeping duties for all trip requirements.

- Level 3 English (Working Knowledge Speaking/Reading/Writing) is required. This will be tested. Level 4 French (Fluency, Speaking/Reading/Writing). is required.

- Must have a general knowledge of office management procedures. Working knowledge of Aviation procedures, Guinean transportation custom laws and regulation. Knowledge of basic automotive repair and maintenance is required. Must have broad range of knowledge of Guinean Military and Political subjects.

- Must be able to use basic typing skills and must possess computer skills to include Internet researching, Word processing, Power Point, Excel.

- Job holder must possess a valid Guinean driver's license and able to perform routine basic repairs such as fixing flat tires, changing oil in an emergency. Proficiency in operation of motor vehicles within all local laws and regulations is required. Must be able to informally translate and capture the main idea and nuances of original documents. Good time management skills are required due to the reactionary nature of taskings in the office.

SELECTION PROCESS

When fully qualified, U.S Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential 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 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. 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.

3. **Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.**

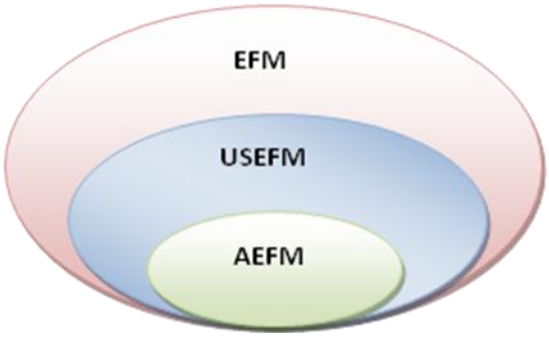
SUBMIT APPLICATION TO

Human Resources Office
Attention: Management Officer
P.O. Box 603
Transversale N0.2
Centre Administratif de Koloma
Commune de Ratoma
Conakry, République de Guinée

POINT OF CONTACT

Receptionist
Telephone: 655 10 40 00
FAX: 224 - 655 10 42 97

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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.

4. **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.

5. **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: September 2, 2015

The US Mission in Conakry 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.