

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Richard Roesing/Management Officer

ANNOUNCEMENT NUMBER: 2015-017

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: ADMINISTRATIVE ASSISTANT(EXECUTIVE SECRETARY)
FSN-07*

TYPE OF HIRE: TEMPORARY

OPENING DATE: March 09, 2015

CLOSING DATE: March 23, 2015

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: * LCP: 53,495,324* GNF P.A.(POSITION GRADE: FSN-7)

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 including start and end dates, certificates, 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 US 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 RECEIVED, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

A. BASIC FUNCTION OF POSITION

The incumbent serves as the Executive Secretary for the CDC Country Director and performs a full range of secretarial and administrative functions. Provides a wide range of administrative support of a highly responsible and confidential nature for the Director. Performs a variety of highly responsible secretarial, administrative duties for senior staff and others as assigned by the CDC/Guinea Country Director. Serves as primary point of contact for individuals visiting the Country Director.

B. MAJOR DUTIES AND RESPONSIBILITIES:

1. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

2. Administrative Support

45%

Serves as the personal assistant to the Country Director and in that capacity takes dictation and prepares/draft letters, memoranda and fax/cable communications. Assists in the preparation and editing of reports, briefing papers and other documents produced by the Country Director. Composes routine correspondence and reports for the Director on all matters relating to the operation of the office. Communicates the Director's instructions to CDC staff. Organizes and expedites the flow of the work through the Executive Office. Organizes and prepares complex documents requiring the integration of multiple office technology and software applications. Provides translation of various documents such as letters, technical correspondences and serves as interpreter for CDC staff as required. Maintains Director's appointment calendar, establishing and rearranging priorities based on personal knowledge of program and ongoing schedules. Receives and screens phone calls, letters and visitors for the Director.

Advises CDC/Guinea employees on matters relating to protocol and in absence of Administrative Assistants, provides administrative support to office. Incumbent provides standard procedural advice to internal policy, procedures, and guidelines of CDC and HHS. In addition, the incumbent interacts with high level government (both US and Guinea) officials regularly on behalf of the Director, and must demonstrate exceptional customer service orientation and tact.

Receives visitors and answers inquiries from members of the public and governmental non-governmental organizations and diplomatic missions. Facilitates travel arrangements for staff members of the Office of the Country Director.

3. Logistics coordination

35%

In coordination with Logistics Officer, arranges meetings and appointments; notifies officials and organizations involved of changes in meetings; arranges local and international travel and hotel reservations for staff and visitors. Arranges for conferences, meetings and other program events, locating and securing facility, equipment, speakers, translators and other related logistics.

Advises CDC/Guinea employees on matters relating to protocol and in absence of Administrative Assistants, provides administrative support to office. Incumbent provides standard procedural advice to internal policy, procedures, and guidelines of CDC and

HHS. In addition, the incumbent interacts with high level government (both US and Guinea) officials regularly on behalf of the Director, and must demonstrate exceptional customer service orientation and tact.

4. Document Management

15%

Organizes and maintains files of the Director's correspondence and records, and follows up on pending matters with limited supervision. Maintains a full range of files relating to the activities and functions of the office of the Country Director.

5. Other duties as assigned

5%

Performs various other tasks in support of the function of the Office of the Country Director as may, from time to time, be assigned.

C. QUALIFICATIONS REQUIRED

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

a. Education:

Secondary school or equivalent business or secretarial school training is required.

b. Prior Work Experience:

Six years of progressively responsible experience related to secretarial/administrative assistance functions.

c. Language Proficiency:

Level III (good working knowledge) in English and French in writing, reading and speaking, is required.

d. Knowledge, Skills and Abilities:

The incumbent should be knowledgeable in matters relating to protocol and the incumbent must have a thorough knowledge of all aspects of administrative and office logistical support processes, including administrative support for professional staff; and arranging and processing high level secretarial duties. In addition, the job holder should be familiar with CDC and/or US Government administrative policies and procedures.

ADDITIONAL SELECTION CRITERIA

1. CDC 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. Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a valid security clearance and medical clearance.

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 Family Member (DS-174), which is available at http://conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**
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-ConakryHR@state.gov or at the U.S Embassy's main entrance

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

POINT OF CONTACT

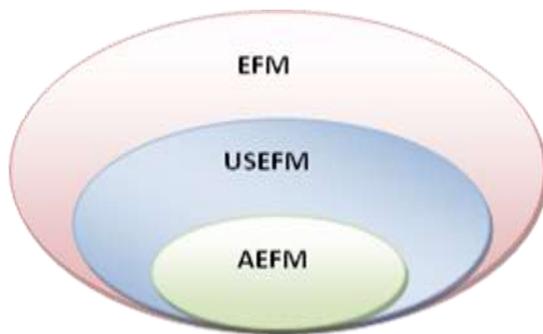
Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: March 23, 2015

The U.S. 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.

**Appendix A
DEFINITIONS**



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

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad ; 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, and who is under chief of mission authority; and

Is residing at the sponsoring employee's post of assignment abroad or, as appropriate.

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. 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 U.S. 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 U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References