

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Donal Godfrey, A/Management Officer

ANNOUNCEMENT NUMBER: **2014 – 023**

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: ADMINISTRATIVE ASSISTANT
FSN-8*

OPENING DATE: SEPTEMBER 26, 2014

CLOSING DATE: OCTOBER 27, 2014

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: * LCP: 61,441,409– 92,161,821 * GNF P.A.
(POSITION GRADE: FSN-8)

ALL 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

The position is located in the Executive Office, USAID/Guinea. The basic function of the position is to serve as quality assurance watcher and customer service liaison with the service providers ICASS.

A. MAJOR DUTIES AND RESPONSIBILITIES:

- (45%) Initiates service by recording requests for administrative procurement, forwarding to the provider and ensuring satisfactory service delivery. Submits procurement requests in ILMS (Embassy e-procurement application) with the appropriate supporting documents (e.g. specifications, budget information, etc.). Suggests ways to resolve the problems. Improves quality results by evaluating processes, and recommending changes. Periodically performs Internal Quality Audits, and advises EXO and supervisor of the outcome. Services provided by the Embassy through ICASS include property management, procurement and office and residential maintenance. Assists with contract compliance issues (copier, and elevator maintenance) and makes recommendations to EXO for improvement/correction.

Periodically reviews the effectiveness of the service standards and recommends enhancements and corrective actions. Verifies that procedures are being followed. Documents any non-conformity and inform EXO. Suggests ways for improving processes within EXO.

- (40%) Prepares all payment vouchers originating in EXO, and tracks the payments to avoid or minimize delays. Informs OFM if money has to be de-obligated from the Purchase Orders.
Is responsible for the issuance and submission of reports such as AMFVR (Annual Motor Fleet Vehicle Report) and FAST (Federal Automotive Statistical Tool); and for updating the VMIS (Vehicle Management Information System); and for ensuring the timely issuance by the Embassy of reports such as NXP, Mission Director residence inventory, residential property inventory, fuel usage, etc.
On a periodic basis, conducts consumption rate analysis for toner to determine needs and feed the procurement plan.
- (15%) Represents the Executive Office during field trips, and compiles data that will be used to improve logistic support (hotel information, availability of basic utilities such as water, electricity, telephone, road conditions, etc.).

B. QUALIFICATION/SELECTION CRITERIA:

- a. Education: (10 points)
College degree required.

b. Prior Work Experience: (40 points)

Two to three years in a “service provider” position, at least one of which with the USG or an International Organization.

Post entry training: Customer Service, ICASS workshop

c. Language: (20 points)

English IV; French IV, local languages

d. Knowledge, Abilities and Skills (30 points)

Informing Others, Verbal Communication, Resolving Conflict, Listening, Multi-tasking, Customer Service. General math skills, promoting process improvement, problem solving, thoroughness, quality focus; computer skills (Excel, Word, Access, Google etc).

TOTAL: 100 POINTS

C. POSITION ELEMENTS

1. Supervision Received:

Reports directly to the Supervisory Administrative Management Specialist

2. Available Guidelines:

ICASS Handbook, Post policies, ADS

3. Exercise of judgment:

Effectively diagnose situations or conditions; prioritize work.

4. Authority to make commitments: None

5. Nature, Level and Purpose of contacts:

All USAID employees, US Embassy service providers, Contractors.

6. Supervision Exercised: None.

7. Time required performing full range of duties: six months.

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.

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**)
2. **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

CLOSING DATE FOR THIS POSITION: October 27, 2014

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.