

**U.S. MISSION CONAKRY- GUINEA**  
**ANNOUNCEMENT NUMBER: 2016-012**

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David W. Simpson /Management Officer

**OPEN TO:** ALL INTERESTED CANDIDATES/ALL SOURCES

**POSITION:** CDC Administrative Assistant M&O FSN-7\*

**TYPE OF HIRE:** Fixed Term Not to Exceed 2 years from the date of employment

**OPENING DATE:** March 21, 2016

**CLOSING DATE:** April 04, 2016

**WORK HOURS:** FULL-TIME; 40 HOURS/WEEK

**SALARY:** Ordinarily Resident (OR) in Guinea: 64 253 727 \* GNF P.A. (position grade FSN-07\*)

EFMs and Not-Ordinarily Residents: Position grade FP-7; salary is in US dollars based on US pay plan. (Final grade/step for EFMs/NORs will be determined by Washington, D.C.).

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

**The U.S. Embassy in Conakry, Guinea is seeking a qualified individual for the position of CDC Administrative Assistant.**

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:**

Job holder serves as the Administrative Assistant by performing a full range of support functions including protocol assistance, translation, travel, reception, secretarial, personnel and other related administrative duties required for the day-to-day operations of the CDC-Guinea office Provides support to other CDC sections and liaise with embassy various section (travel, logistics and motor pool

sections). Administers key functions of timekeeping and procurement. Enters and manages all travel requests and provides travel support by liaising with the appropriate support staff at the US Embassy and motor pool. Must have good interpersonal skills and the ability to maintain a good working relationship with various agencies of the US Mission, USAID and the CDC partners.

#### **QUALIFICATIONS REQUIRED:**

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

##### **a. Education:**

Associate degree (BTS) from an accredited college in an administrative field or graduation from an accredited secretarial school is required.

##### **b. Prior Work Experience:**

A minimum of five years of receptionist, secretarial, or clerical experience is required.

##### **c. Language Proficiency:**

Level III (Good working knowledge – speaking/reading/writing) in English is required.

Level III (Good working knowledge – speaking/reading/writing in French is required.

Language proficiency will be tested.

##### **d. Knowledge, Skills and Abilities:**

- General knowledge of business principles, concepts and methodology involved in administering documents, providing telephone service and other aspects of an office environment is required. Job holder must be aware of cultural norms and values as well as the security environment of communities. Must have good interpersonal skills and the ability to work on a professional level with colleagues within the US Mission, international organizations, and the Ministry of Health. Must be able to operate in a high-paced and demanding program, balancing multiple high priority assignments under tight deadlines.
- Ability to use office equipment. Must be able to operate and perform minor troubleshooting on office machines such as telephone systems, photocopiers, reproduction equipment, scanners and fax machines.
- Competence in using standard word processing programs to prepare correspondence and reports, including database programs, Microsoft Office Suite: Word, Excel, Outlook, etc.
- Must have keyboard skills at the intermediate level.

- Must have good phone skills in order to deal courteously with questions and requests from the Ministry of Health, partner organizations, US Mission personnel, and the general public.

### **Selection Process:**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application

### **HIRING PREFERENCE ORDER:**

- 1) USEFM who is ALSO a preference-eligible U.S. Veteran
- 2) USEFM OR a preference-eligible U.S. Veteran
- 3) FS on LWOP

### **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. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
5. 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](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.

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

**SUBMIT APPLICATION TO:**

**Physically at :CDC OFFICE**

CDC-GUINEA  
Immeuble IFES (Ancien USAID)  
Juste à coté de la Clinique Ambroise Pare  
Porte Verte, 2eme Etage Porte a Gauche  
Conakry, Guinea Republic

**Electronically at : [ConakryHR-CDC@state.gov](mailto:ConakryHR-CDC@state.gov)**

**POINT OF CONTACT**

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

**CLOSING DATE FOR THIS POSITION: April 04, 2016**

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 U.S. Mission 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.

