

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

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Michael Lipsett /Acting Management Officer

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

**Position:** Consular Cashier FSN-5\*;

**Opening Date:** February 17, 2016

**Closing Date:** March 02, 2016

**Work Hours:** Part-time; 20 hours/week

**Salary:** \*Ordinarily Resident person: See Definitions  
LCP- GNF 25 761 500 p.a. (Position Grade: FSN-5)

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 an individual for the Consular Cashier**

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4178/4458 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.**

**A BASIC FUNCTION OF POSITION**

The Consular Cashier serves as the Consular Section's primary cashier, taking fees for non-immigrant visa applications as well as services provided to U.S. citizens. This is a part-time position, reporting to the Consul.

**MAJOR DUTIES AND RESPONSABILITIES**

Consular Cashier Serves as primary consular cashier, processing payments and receipts for all consular services in U.S. dollars and Guinean francs. Reconciles all fees with the Embassy on a daily and monthly basis. Maintains cash accounting records as required by applicable laws and regulations.

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

Secondary schooling (Secondary education required.)

### **EXPERIENCE:**

Minimum two years experience working in a customer service position, including at least one year with significant cash handling responsibilities.

### **LANGUAGE:**

Level II (proficient – speaking/reading/writing) in English is required.

Level III (basic fluency – speaking/reading/writing in French is required.

Language proficiency will be tested

### **KNOWLEDGE:**

Internal - Must understand general mathematical concepts (addition, subtraction, division, etc.). Must be able to process computerized transactions. Must know how to generate simple reports. Must know how to work with Microsoft Office suite and specialized consular applications. Must be able to represent the U.S. Embassy effectively and ethically to customers.

### **SKILLS AND ABILITIES:**

Must be proficient in Microsoft Office Suite and other proprietary software packages.

Must be capable of performing rapid data entry tasks. Must understand general mathematical concepts (addition, subtraction, division, etc.) to perform cashier duties.

Ability to manipulate large numbers is required. Must be able to quickly and accurately count large volumes of cash.

## **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. 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.
4. 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.

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## **HOW 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

## **SUBMIT APPLICATION TO**

Human Resources Office-[ConakryHR@state.gov](mailto: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 02, 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 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.