

**EMBASSY OF THE UNITED STATES OF AMERICA**

**CONAKRY - GUINEA**

**VACANCY ANNOUNCEMENT**

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Andrew B. Pacelli, A/Management Officer

**ANNOUNCEMENT NUMBER: 2012-026**

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

**POSITION:** ADMINISTRATIVE ASSISTANT, FSN-8\*

(IF SUCCESSFUL CANDIDATE NOT FULLY QUALIFIED,  
POSITION MAY BE FILLED AT ONE-TWO GRADE  
LOWER)

**OPENING DATE:** JULY 13, 2012

**CLOSING DATE:** AUGUST 03, 2012

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

**SALARY:** \* LCP: 41,335,850 - 62,003.770 \* GNF P.A.  
(POSITION GRADE: FSN-8)

APPLICATIONS CAN EITHER BE BROUGHT TO THE US EMBASSY'S MAIN  
ENTRANCE OR BE SENT TO [ConakryHR@state.gov](mailto:ConakryHR@state.gov).

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT:4298/4178 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.

The U.S. Embassy in Conakry is seeking an individual for the position of  
Administrative Assistant in the USAID's Executive Office.

## **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.

### **A. MAJOR DUTIES AND RESPONSIBILITIES:**

- (45%) Initiates service by recording requests for expendable and non-expandable property, and 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.). Submits NXP and EXP requests through e-service, receives the supplies on behalf of USAID, and issues them to the different units upon requests through EXO Application. Follows up on delinquent requests and keeps employee and/or supervisor abreast of progress or problems. 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 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 supplies 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.). Is the Executive Officer's representative on the Mission Local Capacity Development (LCD) team.

## **QUALIFICATIONS REQUIRED**

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

1. College degree required, university degree desired.(10 points)
2. Two to three years in a "service provider" position, at least one of which with the USG or Post entry training: Customer service, ICASS workshop.(40 points)
3. Level IV (good working knowledge) English and French (reading, writing, speaking) are required, local languages. Language proficiency will be tested. (20 points)
4. 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). (30 points)

## **SELECTION PROCESS**

### **ADDITIONAL SELECTION CRITERIA**

1. USAID 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](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: 65 10 40 00 Fax: 224 -65 10 42 97

**CLOSING DATE FOR THIS POSITION: AUGUST 03, 2012**

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.