

VACANCY ANNOUNCEMENT

(Announcement No. 16/02)

OPEN TO: All Interested Candidates / All Sources
POSITION: **Administrative Assistant, FSN-7**
OPENING DATE: January 06, 2016
CLOSING DATE: January 22, 2016
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual grade and salary will be based on the qualifications of the applicant.

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

The U.S. Embassy in Vientiane is seeking an individual for the position of **Administrative Assistant** in the International Narcotics and Law Enforcement (INL).

BASIC FUNCTION OF POSITION

The incumbent serves as the administrative and other office-management support to the INL Section, which comprises one U.S. Direct-Hire position and four LE Staff including the incumbent. The Section receives and produces a large number of documents, including procurement and travel forms as well as documents connected with the frequent travel of the director and the two program managers, making filing and proper record-keeping an important part of this job.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Completion of secondary school. Some business, technical or vocational training is required.
- 2. Experience:** Two years of performing progressively responsible work in an office environment in an area such as protocol, or office administration.
- 3. Language:** Good working knowledge of spoken and written (Level III) of English and Lao language are required.
- 4. Skills and abilities:** Ability to use Word and Excel, and to trouble-shoot malfunction in copy machines, scanners and other common office equipment at a basic level.
- 5. Job Knowledge:** A good working knowledge of State Department management and financial regulations.

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. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. 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.
4. The candidate must be able to obtain and hold a (*insert Secret or Top Secret*) security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as Locally Employed Staff or Family Member (DS-174); Download the form at: http://laos.usembassy.gov/job_opportunities.html; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. 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
American Embassy
Thadeua Road, Somvang Tai Village
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)
E-mail: VientianeHRO@state.gov

POINT OF CONTACT

Telephone: 856-21-487000
Fax: 856-21-488002

CLOSING DATE FOR THIS POSITION: JANUARY 22, 2016

The U.S. Mission in Vientiane 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 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.