

# **U.S. EMBASSY MASERU**

## **VACANCY**

### **WAE EFM ADMINISTRATIVE ASSISTANT (NO CLEARANCE REQUIRED)**

The United States Embassy in Maseru seeks four qualified individuals for four positions of WAE EFM Administrative Assistant. No clearance is required for these positions.

#### **BASIC FUNCTION OF POSITION:**

This position serves as an Administrative Assistant having responsibility for supporting the day-to-day operations of all agencies at post. Typical duties include: drafting letters, telegrams, memoranda, diplomatic notes and reports, proofreading and editing to ensure proper formatting, accuracy, and compliance with regulations, escorting, assistance with official events, and VIP visits to include official CLO activities. The incumbent(s) maintains close liaison with all offices of the Embassy. Clearance not required

#### **MAJOR DUTIES AND RESPONSIBILITIES**

Support to Offices Assigned (100%)

- Drafts unclassified letters, telegrams, memoranda, diplomatic notes and reports.
- Proofreads and edits unclassified documents for proper formatting, accuracy, and compliance with regulations.
- Performs other office duties as assigned such as filing, planning, and executing the administrative management functions.
- Provides visitor escorting as needed.
- Assists GSO and Facilities as needed with duties such as make readies, acting as COR, work orders, travel, eCC processing, etc.
- Reviews current work processes and uses knowledge of modern process mapping and technology to suggest improvements.
  
- Performs other varied duties unique to the applicant's skill set, to match mission goals as needed and where appropriate.

#### **REQUIRED QUALIFICATIONS:**

1. Education:

College/University Studies are required.

2. Experience:

At least two years of secretarial/management work experience is required.

3. Post entry training

- DOS-specific procedures, programs and software. FSI distance learning courses - PA496 Locally Employed Staff Performance Management and Evaluation; PA244 Travel Policy and Procedures at Post; PA471 country Clearance: Requester; PA472 eCountry Clearance: Approver; and PA296 How to be a Contracting Officer Representative (COR).

4. Language requirements for English:  
Level 3 Speaking/Reading/Writing English is required.

5. Job knowledge:

Excellent knowledge of word processing, spreadsheets, and database management. Knowledge of or ability to quickly learn USG FAM / FAH regulations. Well-developed analytical, organizational, and interpersonal skills. Ability to handle stressful situations and exercise sound judgment and good discretion is required. A keen ability to work independently, use initiative and maintain confidentiality

6. Skills and abilities

Solid experience with Microsoft Office suite (Microsoft Excel, Outlook, and Word). Minimum typing of 30 words per minute. Must be able to establish and maintain good working contacts with various offices within the Mission. Excellent interpersonal and communications skills and ability to deal effectively with a diverse range of internal and external customers. Must have the ability to work outdoors in variety of weather conditions.

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

#### **SELECTION CRITERIA:**

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. Currently employed U.S. 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.
3. 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.
4. These positions do not require a clearance

**TO APPLY:**

Interested candidates for this position must submit the following:

1. DS-174; **or**
2. A current resume or curriculum vitae that provides the same information found on the DS-174; **or**
3. A combination of both; i.e. Sections 1 -24 of the DS-174 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 conditional 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  
P.O. Box 333,  
Maseru 100  
Email: InfoMaseru@state.gov

**POINT OF CONTACT**

Telephone: (+266) 22-312-666 ext. 4160/4217  
FAX: (+266) 22-310-116

**Salary:** \$35, 753.00 per annum (FP-08)

**OPENING DATE:** March 25, 2013.

**CLOSING DATE:** April 12, 2013.

Only short-listed candidates will be contacted.

**POINT OF CONTACT:**

U.S. Embassy HR Office

Telephone: (+266) 22-312-666 (ext. 4160/4217)

FAX: (+266) 22-310-116

e-mail address: [infomaseru@state.gov](mailto:infomaseru@state.gov)