

# AMERICAN EMBASSY MASERU VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** 04/2013

**OPEN TO:** All Sources - U.S. Citizens only

**POSITION:** WAE Administrative Assistant, FP-8\* (3 positions)  
*This is a sensitive position requiring a Top Secret Clearance*

**OPENING DATE:** 06/12/2013

**CLOSING DATE:** 07/03/2013

**WORK HOURS:** To be Determined

**SALARY:** \*Ordinarily Resident (OR): M96,514 p.a. (Starting salary)  
(Position Grade: FSN-6)

\*Not-Ordinarily Resident (NOR): \$35,753 USD p.a. (Starting salary)(Position Grade: FP-8)

**LENGTH OF HIRE:** not to exceed 2 years from the date of hire

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

The U.S. Embassy in Maseru is seeking three individuals for three WAE Administrative Assistant positions, each requiring a top secret clearance. A WAE schedule has no pre-set hours and will be called to work on an intermittent/as needed basis.

## **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 and serves as backup to the Executive Office OMS and to other employees as necessary and appropriate. A top secret clearance is required.

A copy of the complete position description listing all duties and responsibilities is available at <http://www.maseru.usembassy.gov> and in the Human Resources Office. Contact 22312666, ext 4160/4217.

## **QUALIFICATIONS REQUIRED**

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

### **1. Education**

College/University Studies are required.

### **2. Prior work experience**

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

### **3. Language proficiency**

Level 4 (Fluent) Speaking/Reading/Writing English is required.

### **4. 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, exercise sound judgment and good discretion is required. A keen ability to work independently, use initiative and maintain confidentiality.

### **5. Skills and abilities**

Solid experience with Microsoft Office suite (Microsoft Excel, Outlook, and Word). Ability to use a variety office equipment to include modern IT equipment. Ability to type with speed and accuracy. Must be able to establish and maintain good working contacts with all 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.

## **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. 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. The candidate must be able to obtain and hold a Top Secret Level security 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

## **CLOSING DATE FOR THIS POSITION: July 03, 2013**

The U.S. Mission in Lesotho 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.

## **DEFINITIONS**

### **1. Eligible Family Member (EFM):**

An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EfMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Drafted: HRA, TMOHALE 061213 4160  
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