



**Vacancy Announcement  
U.S. Embassy  
Monrovia, Liberia**

**ANNOUNCEMENT NUMBER: 12-09**

**OPEN TO:** ALL INTERESTED CANDIDATES  
(Current employees serving a probationary period are not eligible to apply)

**POSITION:** **Shipment Supervisor, FSN-9, \* FP-05**

**OPENING DATE:** February 09, 2012

**CLOSING DATE:** February 23, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*\*Ordinarily Resident (OR): \$17,006 per annum starting salary  
\*Not-Ordinarily Resident (NOR): FP-05 (to be confirmed by Washington)

**NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.**

The U.S. Embassy is seeking an individual for the position of **Shipment Supervisor** within the General Services Section.

**BASIC FUNCTION OF POSITION:**

Directs and supervises a shipment and customs clearance unit which arranges for and facilitates the incoming and outgoing shipment and customs clearance of the household and personal effects, privately owned vehicles (POV), and other property of U.S. citizen personnel and of U.S. Government equipment and supplies.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Incumbent is responsible for the incoming and outgoing shipment and customs clearance of the personal property and effects of the U.S. citizen personnel and of U.S. Government equipment and supplies. Directs and supervises a unit of four employees engaged in the performance of these functions. Organizes the work of the unit so as to make best use of existing resources, makes work assignments, and develops work schedules. Trains employees in the performance of their duties, and provides them instructions on the responsibility for incoming and outgoing shipments and customs clearance of the personal property and effects of the U.S. citizen personnel and of U.S. Government equipment and supplies. Directs and supervises a unit of three to six employees engaged in the performance of these functions. Organizes the work of the unit so as to make best use of existing resources, makes work assignments, and develops work schedules. Supervises the direction and guidance in handling difficult, complex, and sensitive cases. Selects employees, approves leave, takes disciplinary action in most cases, and makes recommendation for promotion. Develops and maintains contacts with officials of shipping, packing, and local transfer companies, and with host country customs and other government officials to facilitate their solution of shipment and customs clearance problems. Keeps American supervisor advised as to problems and recommends solutions. Reviews and approves shipment and customs clearance paperwork and documentation. Reviews shipment, packing, and local transfer companies' bills and complaints concerning them and makes recommendations to embassy officials on these matters. Keeps records and prepares reports and correspondence on various aspects of shipment and customs clearance matters. May handle very complex or sensitive cases personally. Directs and coordinates the expediting of all official travel on scheduled arrival or departure to and from airport by alternating and assigning expeditors accordingly. Reviews shipment and customs clearance paperwork and documentation. Reviews shipment and packing and local transfer companies' bills and complaints concerning them and makes recommendations to embassy officials on the matters. Keeps records and prepares reports and correspondence on various aspects of shipment and customs clearance matters. Reviews vehicle listing (Official and POV) for changes and

communicates same with the agency concerned. Issues USG bill of lading (GBLs) for outgoing shipments for State and DOD.

Ensures the processing of applicants for driver's license, vehicle registration, and official and private auto insurance. Performs special assignments as required.

#### **QUALIFICATIONS:**

1. University degree required in Business Administration or related field
2. Three to five years of progressively responsible experience in shipment and transportation or a closely related field.
3. Level 4 English ability is required.
4. A detailed knowledge of the Department of State and Department of Defense regulations and procedures governing the shipment of household and personal effects, POV and other private property, and U.S. Government equipment and property. A detailed knowledge of the host government's customs and other related requirements and procedures. A broad knowledge of shipment industry practices, and of the capabilities and reliability of local transfer and packing companies.
5. Must possess supervisory and management ability to organize, manage, and supervise the shipment and customs clearance function effectively. Must be tactful, yet effective, in dealings with shipment and local transfer and packing companies and with customs and other host government officials and U.S. citizen personnel.

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, (231) 777-054824) and at <http://monrovia.usembassy.gov/vacancies.html>.**

#### **SELECTION PROCESS:**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. 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.
5. 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.

#### **TO APPLY:**

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

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. 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; **or**

3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application:**

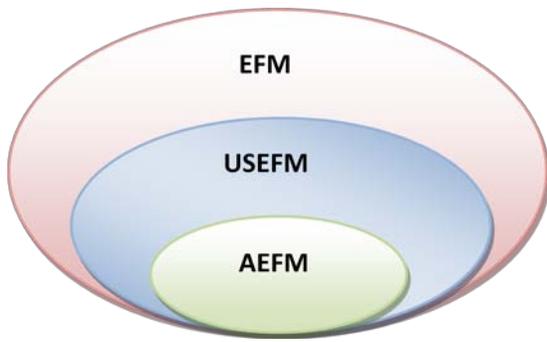
- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO:

Human Resources Office  
Attention: **Shipment Supervisor**  
American Embassy  
P. O. Box 98  
1000 Monrovia 10 Liberia

***Drop in application box at Gate #3  
The Universal Application Form (DS-174) can be picked up at Gate 3 or the Human Resources Office or accessed on line.***

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US 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.
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2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US 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:
    - 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
    - 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 US Citizen.

4. **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 US Social Security Number (SSN).

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

5. **Ordinarily Resident (OR)** – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: (February 23, 2012)**

*The US Mission in Monrovia 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.*

Drafted: HRA: PBHarris  
Approved: AHRO: JPareja  
Approved: SGSO: GRandolph  
Approved: MGT: RDAcuff  
[Signed copy in HR office]