

# VACANCY ANNOUNCEMENT

NUMBER: 008/2014

**OPEN TO:** All Interested Candidates

**POSITION:** ADMINISTRATIVE ASSISTANT - DOJ

**OPENING DATE:** September 15, 2014

**CLOSING DATE:** September 29, 2014

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

**SALARY:** Not-Ordinarily Resident (NOR): US\$45,185 p.a. (Starting salary, Position Grade: FP-6)

Ordinarily Resident (OR): Euro 19,842 p.a. (Starting salary, Position Grade: FSN-8)

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

The U.S. Embassy in Malta is seeking an individual for the position of Administrative Assistant.

## BASIC FUNCTION OF POSITION

Assists the Resident Legal Advisor (RLA) establish and develop the International Institute on Justice and the Rule of Law (IIJ). Helps the RLA organize and deliver training programs for law enforcement, prosecutors, judges and other relevant justice sector officials from countries in Africa and the Middle East. Provides logistical and budgetary support and oversight, including contacting relevant government departments, academic institutions, and NGOs, arranging and overseeing travel and venue details. Prepares correspondence, draft cables and reports. Supports the monitoring of performance indicators and gathering the relevant information to gauge program progress. Assists in the generation and coordination of after action reporting and cable reporting for DOJ, State/CT and U.S. Embassy and timely submission of invoices.

Develops and maintains professional contact with relevant local and international interlocutors in order to support the IIJ's mission. Arranges and schedules meetings and appointments with host government officials, other international partners, vendors, and other personnel on behalf of the IIJ and the RLA. Attends meetings with the RLA and others as needed.

Develops and maintains the office management and information retrieval and sharing system for the IIJ and DOJ offices. Maintains financial records and accounting of program expenditures and generates the required financial reporting working with Excel spreadsheets. Coordinates facilities, procurement and logistical support for IIJ program operations and activities, such as training courses and conferences. Helps initiate and manage office documentation, including travel authorizations, payments and reimbursements. Manages IIJ and DOJ office equipment, inventory reports, expendable supplies. Works with other Embassy services staff as appropriate to manage financial processes and invoicing, reporting, record keeping and procurement of equipment, materials and services.

## QUALIFICATIONS REQUIRED

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

1. Incumbent is required to hold an undergraduate bachelor's degree in one of the following: Law, Business, Accounting, or Project Management.
2. Three years' experience in Project Management or Office Management required.
3. Fluency in spoken and written English and Maltese is required.
4. The incumbent must be able to investigate and resolve fast moving and varied problems on their own, often with less than complete information, coordinate and propose options with the RLA where possible, all consistent with USG rules.

## **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 applicants for this position must submit the following or the application will not be considered:

1. **Application for US Federal Employment (SF-171 or OF-612); or**  
a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Cash Herbolich  
American Embassy,  
Ta' Qali

Or by E-Mail:

[vallettahro@state.gov](mailto:vallettahro@state.gov)

## **POINT OF CONTACT**

Name Joseph Gatt

Telephone: 2561 4112

## **DEFINITIONS**

1. 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:
  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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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 LCP.

CLOSING DATE FOR THIS POSITION: September 29, 2014

**The US Mission in Valletta 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.**

