

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: VA#13FY-15

OPEN TO: US Citizen Eligible Family Members (EFMs) – All Agencies
POSITION: WAE Administrative Assistant
GRADE: FP-08*
OPENING DATE: Thursday, January 29, 2015
CLOSING DATE: Thursday, February 12, 2015
WORK HOURS: 20 hours up to 40 hours/week
SALARY: (available once FP grade is confirmed by Washington)
NUMBER OF POSITION TO FILL: THREE (3)

The U.S. Embassy in Nouakchott is seeking a U.S. Appointment Eligible Family Member (AEFM) for the position of WAE Administrative in the embassy.

BASIC FUNCTION OF POSITION:

Job holder provides the administrative support primarily to the Management Section but to all sections and agencies as needed. Also job holder fills in for Office Management Specialists, Administrative Assistants and CLO Assistants in their absences.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the Human Resources Office at 4525-2660, extension 4640 or 4488, or the Management Officer at extension 4744, if needed.

QUALIFICATIONS REQUIRED:

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

- 1) Must be an eligible Family Member on the orders.
- 2) A High School Diploma.
- 3) Level 4 English.
- 4) Two years in an office environment is required. Education may be substituted for work experience.

SELECTION PROCESS:

Based on the results of an initial screening, qualified candidates will be contacted for an interview.

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be 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 issues such as conflict of interest, nepotism and budget in determining successful candidacy.
- 2) Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 3) When equally qualified, American family members (AEFM's) of Mission employees who are also US Veterans will be given first preference.
- 4) Successful candidate **must** be able to obtain the required security clearance.

TO APPLY:

Interested candidates for this position should submit the following:

1. Letter of Application
2. DS-174 Application Form or a current resume or curriculum vitae that includes information requested on the DS-174 (the Employment Form DS-174 is also available at: <http://mauritania.usembassy.gov/employment.html>); plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Note: Ref: 14 STATE 23458 As of April 01, 2014, any U.S. Veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post.

(Exception: Any preference-eligible veteran employed before April 01, 2014 may invoke the veteran's Hiring Preference once more with the same agency)

DELIVER APPLICATION:

Deliver application to HR Office or to the front gate application deposit box at the embassy guard reception with announcement number VA#13FY-15 on the envelope; or mail it to the following address:

American Embassy Nouakchott
P. O. Box. 222
Nouakchott, Mauritania
Tel: 45-25-26-60
Or Email to HRONouakchott@state.gov

PLEASE DO NOT INCLUDE ANY OTHER MARKINGS BESIDES THE JOB ANNOUNCEMENT NUMBER AND THE EMBASSY ADDRESS ON THE ENVELOPE

HOW TO SUBMIT AN APPLICATION VIA E-MAIL.

Application packages containing all the information listed in items " 1" Through "6" above can be scanned into PDF format and sent as a single file to the below E-MAIL address. Files should not exceed 10 MB or they may be rejected by the embassy's server.

CLOSING DATE FOR THIS POSITION: Thursday, February 12, 2015

ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.

The US Mission in Nouakchott 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.

POINT OF CONTACT:
Human Resources Office
Telephone: 45-25-26-60 ext.: 4640, 4488 or 4475
Fax: 45-25-15-92

Drafted: HR: KSAKHO 
Cleared: HR: JESTEVE 
Approved: MO: MZadva 

**APPENDIX A
DEFINITIONS**

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent that is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

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An Equal Employment Opportunity

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