

U.S. Embassy Nouakchott

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: VA#64FY-16

APPLICANTS WHO PREVIOUSLY APPLIED FOR VA#55FY-16 NEED NOT RE-APPLY

OPEN TO: All Interested Candidates
POSITION: Management Assistant, FSN-7, FP-7
OPENING DATE Monday, October 24, 2016
CLOSING DATE: Monday November 07, 2016
WORK HOURS: Full time 40 hours/week
SALARY: Ordinarily Resident (OR): FSN-7
Not-Ordinarily Resident (NOR): FP- FP-7*
Final Grade/Step for NOR will be determined by Washington

NUMBER OF POSITIONS TO FILL: One (1)

LENGTH OF HIRE: Indefinite

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

The U.S. Embassy in Nouakchott is seeking one candidate for position of Management Assistant in the Management Office.

BASIC FUNCTION OF POSITION:

The incumbent manages the Management Office to include coordination of workflow within the office and from and to the other administrative sections of the Embassy to ensure that management objectives and deadlines are met. Apart from handling routine office secretarial duties, s/he drafts cables, letters, diplomatic notes, memoranda, and translates management notices and instructions and other reports as necessary into either French or English. Assists American personnel in various accreditation formalities with the host government and administers the post's electronic country clearance website. Acts as translator/interpreter for the Management section as needed. Directly reports to the Management Officer. The DCM is the incumbent's Reviewing Officer.

QUALIFICATIONS REQUIRED:

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

1. **Education:** Minimum 2 years college or university study is required.
2. **Prior Work Experience:** Prior Work Experience: 2 to 3 years of experience handling administrative duties in a professional environment. Must have experience as a translator/interpreter from English to French/French to English.
3. **Language Proficiency:** Level 4 (fluent) English/French (Reading/Writing and speaking) is required. (**Language skills will be tested**)
4. **Job Knowledge:** Must have a firm grasp of State Department regulations, guidelines and personnel practices. Must have a strong understanding of the different sections of the Embassy in general (what each one does and who works where) and particularly of Management subsections.
5. **Skills and Abilities:** Must be able to type quickly and accurately, at least 35 words per minute. Must be able to use Microsoft Office software (Word, Excel, PowerPoint and Outlook).

SELECTION PROCESS

When fully qualified, U.S. 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 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 U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for an advertised position 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.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Letter of Application;
2. Universal Application for Employment (UAE) as a locally Employed Staff or family member

(DS- 174); Please use the following link to access the form
<http://mauritania.usembassy.gov/employment.html>) **or**

3. 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; **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.

Note: 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 21, 2014 may invoke the veteran's Hiring Preference once more with the same agency. REF: 14 STATE 23458.

SUBMITTING YOUR APPLICATION:

Applications must be received at the U.S. Embassy (Nouakchott) Human Resources Office by close of business on **Monday, November 07, 2016.**

Option 1: Hand Delivery to the Embassy

Make sure your application has Announcement Number VA#64FY-2016 on the envelope and place the envelope in the front gate application deposit box at the U.S. Embassy Main Entrance.

Option 2: Mail

Mail your application to:

Human Resources Office
P.O. Box: 222
American Embassy Nouakchott

Option 3: E-MAIL.

Application packages containing all the information listed in items "1" through "5" above can be scanned into PDF format and sent as a single file to HRONouakchott@state.gov. Files should not exceed 10 MB.

Please note that only those whose applications are found qualified will be contacted to continue to the application process.

POINT OF CONTACT:

Human Resources Office
Telephone: 525-2660 ext: 4718 or 4719

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.

Drafted: HR: SYPY HL
Cleared: A/HRO: LowryDL see
Approved: A/ MO: SellGM: PO

APPENDIX A 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
 - 4. 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.

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 U.S. 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 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.

EFM's 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).

APPENDIX B

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. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number

- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References