

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: VA#07FY-15

**APPLICANTS WHO PREVIOUSLY SUBMITTED AN APPLICATION FOR
VA#02FY-15 WILL BE RECONSIDERED AND NEED NOT RE APPLY**

OPEN TO: All interested candidates/All sources
POSITION: Management Assistant, FSN-7, FP-7
OPENING DATE: Friday, December 5, 2014
CLOSING DATE: Thursday December 18, 2014
WORK HOURS: Full-time, 40 hours/week
SALARY: Available upon request from HR
(*FP Grade to be confirmed by Washington)

***NOTE: ALL ORDINARILY RESIDENT APPLICANTS, AND NOR MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION. See appendix A for definitions.***

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.

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 4-525-2660, extension 4718 or 4475, 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) Minimum two years college or university study is required. Must have a degree or certificate in translation and interpretation from a language institute or similar organization. Translation certificate/diploma requirement may be substituted with experience. (Include documents translated for other companies and certificate of work related to translation in your application packet).
- 2) Level 4 (fluent) English/French (Reading/Writing and Speaking) is required
- 3) Prior Work Experience: 2 to 3 years of experience handling administrative duties in a professional environment. 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.
- 4) 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 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#07FY-15 on the envelope; or mail it to the following address; or email by Close of Business (1700) Thursday, December 18, 2014

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

POINT OF CONTACT:

Human Resources Office
Telephone: 525-2660 ext: 4718 or 4475
Fax: 525-1592

HOW TO SUBMIT AN APPLICATION VIA E-MAIL.

Application packages containing all the information listed in items "1" Through "4" 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.

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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.

Drafted: HR:JEsteves 
Cleared: HR:JEsteves 
Approved: MO: MZadva 