# U.S. Embassy Nouakchott

# VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: VA#55FY-16**

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| **OPEN TO:** | All Interested Candidates |
| **POSITION:** | **Management Assistant, FSN-7, FP-7** |
| **OPENING DATE** | **Tuesday, September 14, 2016** |
| **CLOSING DATE:** | **Tuesday, September 28, 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.

**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: 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.

## TO APPLY

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

1. (Form DS- 174) Please use the following link to access the form
http://mauritania.usembassy.gov/employment.html
Universal Application for Employment (UAE) as a locally Employed Staff or family member.

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**There are three ways to deliver your application:**

1. **DELIVER APPLICATION WITH ANNOUNCEMENT NUMBER: VA#55FY-2016** on the envelope to the front gate application deposit box at the Embassy guard reception.

2. **MAIL APPLICATION TO:**

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

3. **E-MAIL.**
   E- mail: **HRONouakchott@state.gov**

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 the above E-MAIL address. Files should not exceed 10 MB or they may be rejected by the Embassy's Server

**POINT OF CONTACT:**

Human Resources Office
Telephone: **4525-2660 ext: 4718 or 4719**
Fax: **4525-1592**

**CLOSING DATE FOR THIS POSITION: Tuesday, September 28, 2016 at 18:00**

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

The U.S. 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 (EEO) 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: ABouh* AB
*Approved: MO: JBournes* JB

## 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, otherrelative 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.

EFMs 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