U.S. Embassy Nouakchott

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: VA#39FY-16

OPEN TO:	All interested candidates/All sources
POSITION:	**RSO LE Staff Secretary, FSN-6, FP-8**
OPENING DATE	**Monday, May 2, 2016**
CLOSING DATE:	**Monday, May 9, 2016**
WORK HOURS:	**Full-time; 40 hours/week**
SALARY:	Ordinarily Resident: FSN-6 Not-Ordinarily Resident (NOR): FP-8 Final Grade/step for NORs will be determined by Washington

NUMBER OF POSITIONS TO FILL: One (01)

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 (01) individual for the position of RSO LE Staff Secretary, FSN-6, within the Regional Security Section.

BASIC FUNCTION OF POSITION:

The incumbent provides the Regional Security Office with unclassified office management support in the administrative and operational aspects of the Embassy's security program.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Experience may be considered in lieu of education.

1. **Education**: Completion of Secondary school is required.
2. **Prior work Experience:** One (1) year clerical, administrative and/or office management responsibilities is required.
3. **Language proficiency:** Level III English (Good working knowledge) and level IV French (fluent), local language (Hassaniya, Pulaar, Wolof and Soninke) is required. **Language skills will be tested**.

4. **Knowledge**: Demonstrate a keen understanding of the unique administrative and operational security environment involving the Regional Security Office (RSO) and the expansive programs that fall under the auspices of the RSO to include, but not limited to physical, technical, counterintelligence, residential, guard and security programs. Understanding of the unique geopolitical climate effecting security relations with the host country.
5. **Skills and abilities**: Ability to work closely with others, knowledge of computer-based data systems, work processing, excel, general office management responsibilities.

SELECTION PROCESS

When fully 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 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 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:

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

1. 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)
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

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 21, 2014 may invoke the veteran's Hiring Preference once more with the same agency)

DELIVER APPLICATION WITH ANNOUNCEMENT NUMBER: VA#39FY-2016 on the envelope to the front gate application deposit box at the Embassy guard reception; or mail it to the following address; or email by Close of Business (1800) May 9, 2016:

SUBMIT APPLICATION TO:

Human Resources Office
P.O. Box: 222
American Embassy Nouakchott
E- mail: **HRONouakchott@state.gov**

POINT OF CONTACT:

Human Resources Office
Telephone: **525-2660 ext: 4534 or 4475**
Fax: **525-1592**

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 above E-MAIL addess. Files should not exceed 10 MB or they may be rejected by the embassy's Server.
Application must be received by the Human Resources Office at the Embassy by close of business on **Monday, May 9, 2016.**

CLOSING DATE FOR THIS POSITION: Monday, May 9, 2016 at 18:00

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: SBMessa
Cleared: RSO: COliver
Approved: MO: JBournes

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