

U.S. Embassy Nouakchott

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: VA#67FY-16

APPLICANTS WHO PREVIOUSLY APPLIED FOR VA#62 FY-16 NEED NOT RE-APPLY

OPEN TO: All interested candidates
POSITION: Telephone Operator, FSN-4 or FP AA
OPENING DATE: Friday, October 28, 2016
CLOSING DATE: Friday, November 04, 2016
WORK HOURS: Full-time; 40 hours/week
SALARY: (available upon request from HRO)
NUMBER OF POSITIONS TO BE FILLED: 1
LENGTH OF HIRE: Indefinite

The U.S. Embassy in Nouakchott is seeking one (1) individual to fill vacant Telephone Operator position within the Communications Section.

BASIC FUNCTION OF POSITION:

The incumbent, under the supervision of the Information Programs Officer, operates the Embassy Switchboard. In this capacity; individual places, receives, and directs local and long distance telephone calls. The telephone operator is responsible for maintaining the embassy telephone directory. The telephone operator receives bills from the local PTT and cell phone companies and uses them to update cost spreadsheets for the Information Management Officer and also prepares electronic bills for personal cell phone.

QUALIFICATIONS REQUIRED:

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

1. **Education:** Completion of Secondary School is required.
2. **Prior work Experience:** One year of directly related, progressively responsible experience on Switchboard or other administrative experience required.
3. **Language Proficiency:** Level III (good working knowledge) English and level III (good working knowledge) French. (**Language skills will be tested.**)
4. **Job Knowledge:** Good computer skills and ability to learn as well as good customer service skills and the ability to communicate well

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.
6. 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.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Letter of Application;
2. Universal Application for Employment 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 at the by close of business on **Friday, November 04, 2016.**

Option 1: Hand Delivery to the Embassy

Make sure your application has Announcement Number VA#67FY-2016 on the envelope and place the envelop 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 of those found qualified will be contacted to continue to the application process.

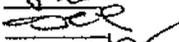
POINT OF CONTACT:

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 

Cleared: LowryDL: 

Approved: A/MO: SellGM: 

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