

VACANCY ANNOUNCEMENT

American Embassy Nouakchott

OPEN TO: All Interested Candidates
POSITION: OBO Administrative Clerk/ Chauffeur, FSN-05, FP-09*
OPENING DATE: Monday, February 03, 2014
CLOSING DATE: Monday, February 17, 2014
WORK HOURS: Full-time; 40 hours/week
SALARY: Available upon request from HR
LENGTH OF HIRE: Three (3) years
NUMBER OF POSITIONS TO BE FILLED: 01

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 individual for the position of Administrative Clerk/ Chauffeur, FSN-05 or FP-9*, within the Office of Overseas Building Operations (OBO).

BASIC FUNCTION OF POSITION:

Incumbent is responsible for providing basic administrative assistance and other general services including filing and copying, answering phones, receiving and escorting visitors, assembling reports, picking up and /or dropping off mail or other materials at post or other locations, maintaining the office technical library and construction drawing files and ensuring that the office areas are kept neat and orderly. Acts as back up to the Administrative Assistant. He also operates the OBO vehicle on a needed basis pick up or drop off visitors at the airport, takes the Project Director and other OBO personnel to meetings where needed in performing their duties. Performs basic maintenance on the OBO vehicle including cleaning, checking tire and oil pressure, etc.

QUALIFICATIONS REQUIRED

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

1. Completion of secondary school, vocational training in secretarial or clerical is required.
2. Minimum of two (20 years of prior clerical and professional experience is required.
3. Level III English, (reading/speaking and writing) and level III French (writing and understanding) required.
4. Must have Knowledge in computer skills, including the use of word for Windows and Excel.
5. Must be able to drive a manual and standard transmission 4 wheels passenger vehicle and possess a valid Mauritanian driver's licence
6. Must have good safe driving skills.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. After an initial screening, qualified candidates will be invited for an oral and written assessment, followed by an interview.

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. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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 candidates for this position should submit the following:

1. Letter of Application
2. OS-174 Application Form or a current resume or curriculum vitae that includes information requested on the OS-174 (the Employment Form OS-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 00-214 with their application.

A completed Embassy application form and/or resume should be received by the HR Office at the Embassy by close of business on Sunday, February 16, 2014.

The application should be received by the Human Resources Office at the Embassy by close of business on **Monday, February 17, 2014**.

SUBMIT APPLICATION TO:

Human Resources Office
P.O. Box: 222
American Embassy Nouakchott
Tel: **525-2660**

POINT OF CONTACT:

Human Resources Office
Telephone: **525-2660 ext: 4534, 4488 or 4718**
Fax: **525-1592**

DEFINITIONS

1. .AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- . US citizen;
 - . Spouse or child who is at least age 18;
 - . Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - . Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - . Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

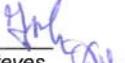
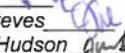
Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG payplan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

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

CLOSING DATE FOR THIS POSITION: Monday, February 17, 2014.

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: HR JMEstev 
 Approved: GSO: AHudson 