ANNOUNCEMENT NUMBER: JA#35FY-2014

VACANCY ANNOUNCEMENT

American Embassy Nouakchott

OPEN TO:	All Interested Candidates
POSITION:	**Voucher Examiner, FSN-7, FP-7**
OPENING DATE:	**Wednesday, May 07, 2014**
CLOSING DATE:	**Monday, May 26, 2014**
WORK HOURS:	Full-time; 40 hours/week
SALARY:	(available upon request at HRO)

NOTE: *ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.*

The U.S. Embassy in Nouakchott is seeking One (1) individual to fill in a vacant position of **Voucher Examiner, FSN-7, and FP-7** within the Financial Management Section.

DUTIES AND RESPONSIBILITIES:

Voucher Examiner is responsible for processing accurately, in a timely manner and within ICASS standards, a wide range of vouchers and reimbursements for serviced agencies within the Mission, which includes the following types: ORE, representation, education, allowances, vendor invoices. In addition, voucher examiner is responsible for updating the payment tracking spreadsheet on a daily basis and acts as back-up to other voucher examiners as necessary.

QUALIFICATIONS REQUIRED:

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

1. Completion of secondary school required and two years of university level or vocational school studies in business administration, commerce, accounting, economics, finance or other management-related program is required.
2. 2 years experience in one or more areas within financial management.
3. Level III English and French with good working knowledge of technical terms.
4. Good computer knowledge is required especially word, excel and ability to learn as well as good customer service skills and the ability to communicate well.

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.

SELECTED CANDIDATES WILL UNDERGO LANGUAGE TEST BEFORE QUALIFYING FOR 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. 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.

A completed Embassy application form and/or résumé should be received by the HR Office at the Embassy by close of business on **Monday, May 26, 2014**

DELIVER APPLICATION WITH ANNOUNCEMENT NUMBER: JA#35FY-2014 on the envelope to the front gate application deposit box at the Embassy guard reception; or mail it to the following address:

E-mail address
HRONouakchott@state.gov

American Embassy Nouakchott
P. O. Box. 222
Tel: **45-25-26-60**

PLEASE DO NOT INCLUDE ANY OTHER MARKINGS BESIDES THE JOB ANNOUCEMENT NUMBER AND THE EMBASSY ADDRESS ON THE ENVELOPE

POINT OF CONTACT:

Human Resources Office
Telephone: **45-25-26-60 ext: 4475, 4488 or 4718**
Fax: **45-25-15-92**

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.

4. 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.

5. 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 pay plan, 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, May 26, 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:JEsteves
Cleared: JEsteves
Cleared: FM: CAlimenti
Approved: MO: MZadva