U.S. Embassy Nouakchott

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: VA#55FY-14

OPEN TO:	All interested candidates
POSITION:	OBO Administrative Clerk/Chauffeur, **FSN-05, FP-09***
OPENING DATE	**Wednesday, August 13, 2014**
CLOSING DATE:	**Wednesday, August 27, 2014**
WORK HOURS:	Full-time; 40 hours/week
SALARY:	Available upon request from HR (*FP Grade to be confirmed by Washington)

LEGTH OF HIRE: Three (3) years

NUMBER OF POSITIONS TO BE FILLED: 01

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 individual for the position of Administrative Clerk/ Chauffeur, FSN-5 or FP-9*, within the Office of Overseas Building Operations (**OBO**).

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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 basics 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:

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. Two years of prior clerical and professional experience is required.

3. Level III English, (reading/speaking and writing) and level III French (writing and understanding) is 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 license.
6. Must have good safe driving skills.

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.

TO APPLY

Interested applicants for this position must submit the following or the application will not 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 current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
4. Acombination 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**
5. 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.
7. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

(Exception: Any preference-eligible veteran employed before April 01, 2014 may invoke the veteran's Hiring Preference once more with the same agency)

DELIVER APPLICATION WITH ANNOUNCEMENT NUMBER: VA#55FY-2014 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 (1700) August 27, 2014:

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 **Wednesday, August 27, 2014.**

CLOSING DATE FOR THIS POSITION: Wednesday, August 27, 2014 at 17:00

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: SBMess
Cleared: HR: JEsteves
Cleared: PD:JMcCall
Approved: A/MO: AHudson

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