

U.S. MISSION MOROCCO VACANCY ANNOUNCEMENT

Program Administrative Assistant

Announcement Number: 15-27

OPEN TO: All Interested Candidates

POSITION: Program Administrative Assistant

OPENING DATE: Monday, April 20, 2015

CLOSING DATE: Monday, May 4, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Not-Ordinarily Resident: \$40,665 p.a. (Starting Salary based on 40 hours)
(Position Grade: FP-07 following confirmation by Washington)

Ordinarily Resident: Gross Salary DH 150,116 p.a. (Starting Salary based on 40 hours per week including allowances, competitive bonus and benefits package. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments)
(Position Grade: FSN-07)

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

The U.S. Embassy is seeking an individual for the Program Administrative Assistant position.

BASIC FUNCTION OF POSITION:

The Arabic Regional Language office has an oversight responsibility for several Arabic language training programs in Rabat, Amman, Muscat, Manama, Abu Dhabi, Kuwait, and other locations for 27 officers.

The incumbent serves as the administrative assistant to the Regional Language Training Office, providing a comprehensive range of clerical and administrative assistance. The incumbent will assist in maintaining time and attendance for all the students in the regional programs.

The incumbent will prepare all the necessary documents for external Arabic language training for the regional students. In addition, the incumbent will assist in arranging all the coordinator's travel and assist with students' check in and check out procedures as necessary. The incumbent will prepare all the Arabic regional language training schedules prior to start of the training and share them with students as well as preparing the necessary documents needed for authorizing the external language training and share them with posts across the region. The incumbent will schedule all the on-site and off-site assessments and share them with students. In addition, the incumbent will be responsible for maintaining the coordinator's weekly session calendar with students, teachers, and language centres. The incumbent must be able to correspond effectively in writing in English, Arabic, and French with all the regional Arabic training office contacts.

QUALIFICATIONS REQUIRED

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

Education: College degree in education, liberal art or a related field is required.

Experience: 3 to 4 years' experience as office manager and/or program assistant in a bilingual English/Arabic work environment is required.

Language: Level 4 (Fluency) in English, Arabic, and French is required.

Knowledge:

-Standard secretarial and office managerial skills are required.

-Proficiency with computers software such as Microsoft Office, and creating spreadsheets is a must.

-Strong knowledge of the country and city with awareness of culture and knowledge of the layout of the city is required.

Skills and Abilities:

-Ability to communicate easily with office and Embassy colleagues is required.

-Must be highly alert, tactful, highly responsive, and pays attention to details.

-Ability to follow-up and ensure that all the administrative workload is completed in a timely manner is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen EFMs and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 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.

3. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) 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.

5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member, DS-174
2. 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.
3. Any other documentation (e.g., education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: Human Resources Office
Attention: Vacancy Announcement 15-27
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: RecruitmentRabat@state.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

***DEFINITIONS**

1. 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.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- 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.

3. 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, other relative 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).
- Does not have the right to establish residency in the host country.

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 LCP.

The U.S. Mission in Morocco 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 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.