U.S. MISSION MOROCCO VACANCY ANNOUNCEMENT
Administrative Assistant
Announcement Number: 15-63

OPEN TO:	ALL INTERESTED CANDIDATES
POSITION:	**Administrative Assistant**
OPENING DATE:	Tuesday, October 6, 2015
CLOSING DATE:	Tuesday, October 20, 2015
WORK HOURS:	Full-time, 40 hours/week
SALARY:	*Ordinarily Resident: Gross Salary DH173,433 p.a. (Starting Salary based on 4**0** hours 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 U.S. and/or host country governments) (Position Grade: FSN-7) *Not-Ordinarily Resident :(Position Grade: FP-07 following confirmation by Washington)

The hiring for this position is subject to availability of funds.

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

The U.S. Embassy in Rabat is seeking an individual for the position of Administrative Assistant to work for the Community Liaison Office (CLO).

BASIC FUNCTION OF POSITION: The incumbent performs duties and activities that support the Mission community. S/he coordinates and manages all aspects related to the execution of trips and tours; plans and assists the CLO in planning events and activities for the Embassy community and provides assistance to community members by responding to inquiries; coordinates with local service providers, translates and interprets from English into French/Arabic when necessary; responsible for gathering data and drafting different reports. Contributes to the newsletter contribution by looking up events around town, cultural programs, Festivals and articles of interest to the community

QUALIFICATIONS REQUIRED

NOTE: *All applicants **must** meet all qualifications and provide supporting documentation for each criterion below*

Education: University studies in English literature, tourism, or a related field is required.
Experience: Minimum three years in a professional international organization is required. Familiarity with day to day office operations and equipment is also required.

Language: Level 4 (fluency) in English, French and Arabic is required.
Knowledge:
-Must possess excellent people skills. Customer Service oriented (courteous, smiley, patient, proactive).
-Ability to plan and coordinate special events is required.
-Familiarity with Rabat and surrounding cities is required.
-An in-depth knowledge of host country history, attractions, and its tourism industry is required.
Abilities and Skills:
-Ability to negotiate with vendors and service providers is required.
-Ability to foster and maintain log-term relationship with key city clientele is required.
-Ability to draft correspondence, flyers, and informational pamphlets is required.
-Must be comfortable using computer programs such as WORD, EXCEL, PowerPoint and Publisher.
- Ability to draft budget estimation in advance for CLO Events.

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. A waiver to this requirement by the employee and cleared by the American supervisor must be submitted to the Hunan Resources Officer for approval prior to applying for a position.

TO APPLY

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

1. Universal Application for Employment, DS-174 form.
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 15-63
Address: Km 5.7, Avenue Mohammed VI, Souissi, Rabat 10170

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.

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***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).

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.