

**AMERICAN EMBASSY  
WINDHOEK  
VACANCY ANNOUNCEMENT**

**06/12**

**February 22, 2012**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Management Assistant, FSN-06; FP-08\*

**OPENING DATE:** **February 22, 2012**

**CLOSING DATE:** **March 9, 2012**

**WORK HOURS:** Full-Time: 40 hours/week

**SALARY:** Ordinarily Resident: N\$ 181,606 p.a. (Starting salary)

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

The Centers for Disease Control and Prevention in Windhoek is seeking an individual for the position of Administrative Management Assistant.

**BASIC FUNCTIONS OF THE POSITION**

The incumbent serves as the principal assistant to the Deputy Director and supports the administrative management functions related to CDC operations in Namibia. Incumbent performs a variety of administrative and programmatic duties supporting the Country Director and the Deputy Director with managing overall in-country operations. Duties include maintaining and controlling documentation, developing and maintaining filing systems, drafting correspondence, serving as administrative liaison between CDC staff and Embassy and other administrative duties designed to maintain office efficiency.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HRO Lali Beukes at 295-8667.

**QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

1. Completion of secondary school and two years university level studies or host country equivalent in office management/business administration required.

2. Three years office management/administrative or secretarial support, business administration, or program management experience required.
3. English Reading/Speaking/Writing Level IV (fluent) is required. This will be tested.
4. Advanced ability to use Microsoft Office Products including Excel and Internet research is required. This will be tested.

## **SELECTION PROCESS**

When equally qualified, U.S. 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.

## **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 AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested candidates for this position should submit the following or the application will not be considered:

- A. Application for U.S. Federal Employment (SF-171 or OF-612)
- B. A current résumé/curriculum vitae that provides the same information as an OF-612; Plus
- C. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- D. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum qualifications of the position, as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: HRS – Lali Beukes  
14 Lossen Street  
Ausspannplatz, Windhoek  
HROWindhoek@state.gov

## **POINT OF CONTACT**

Name: Lali Beukes  
Telephone: 061-295-8667  
FAX: 061-295-8603

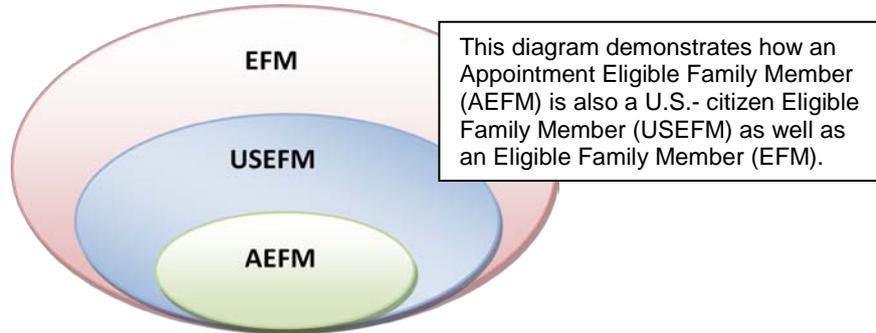
**CLOSING DATE FOR THIS POSITION: March 9, 2012**

The U.S. Mission in Namibia 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.

Approved: CDC:JPittman  
Cleared: HR/FMO:NNBurney  
Drafted: HR/A:CBinding

## 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 Member Appointment for purposes of Mission employment:

- 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, 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 Local Compensation Plan (LCP).