

EMPLOYMENT VACANCY

AMERICAN EMBASSY APIA

POSITION TITLE: General Services Office Assistant

DATE: July 23, 2007

NO: VA 07-16

TO: All Interested Candidates

Opening Date: Wednesday July 18, 2007
Closing Date: COB Wednesday August 8, 2007
Commencement date: As soon as possible
Work Hours: Full Time - 40 hours per week
Salary: Applicants who are ordinarily resident in Samoa
FSN – 06 (Step 1: WST 15,487) + housing and miscellaneous benefit Allowances.

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 Embassy of the United States of America in Apia Samoa is seeking a full time General Services Office (GSO) Assistant.

BASIC FUNCTION OF POSITION

- Assists the Charge d'Affaires (CDA) and Wellington General Services Officer (GSO) and Management Specialist with all logistical and administrative duties. Under the general supervision of the CDA, the incumbent is responsible for a full range of GSO and administrative duties at this small post.

A full position description can be obtained from our website:

<http://www.newzealand.usembassy.gov> or contact our Human Resource Advisor Tracy Jack by email: JackTI@state.gov

REQUIRED QUALIFICATIONS

- Completion of secondary school is required.
- At least five years experience in the transportation freight forwarding or warehousing is required and/or a minimum of five years progressively responsible experience in warehouse/stores inventory and supply.
- Level 4 (Good) spoken and written Samoan and English is required
- Good computer skills are required.
- A good working knowledge of Samoan customs, regulations and procedures
- Full clean Samoan Drivers license is required.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the applications.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining the successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Applicants interested in this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above.

Please note that any successful applicant from a constituent post would have to pay his/her own travel and removal expenses.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
PO Box 1190, Wellington
Or e-mail: Wellington.HR@state.gov

Clearly indicate on the application form that you are interested in the Administration Assistant – Apia

CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS, AUGUST 8, 2007
AN EQUAL OPPORTUNITY EMPLOYER
