

**ANNOUNCEMENT NUMBER: 14-21**

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**OPEN TO:** All Interested Candidates

**POSITION:** Program Grants Unit Admin Clerk  
FSN-5; FP-9  
**Trainee Level FSN-4**

**OPENING DATE:** 08/01/2014

**CLOSING DATE:** 08/15/2014

**WORK HOURS:** Full Time (40 hours per week)

**SALARY:** Actual salary and grade will be based on the qualifications of the applicant.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details click on: <http://Niamey.USEmbassy.gov>

The U.S. Embassy in Niamey is seeking applications from **qualified** individuals for the position of **Program Grants Unit Admin Clerk** in the Political/Economic Office.

**BASIC FUNCTION OF POSITION:**

The incumbent provides administrative assistance for the Program Grants Unit that administers the Ambassador's Self Help fund, Democracy and Human Rights fund, the Julia Taft for Refugee, the African Women Peace and Security AF/WPS as well as the Secretary Global Women issues (S/GWI), the Anti-Corruption and the Fiscal Transparency Innovation Funds programs. The incumbent will also provide administrative support to the Political/Economic Section.

Complete position description is available in the HR (Human Resources) office.  
Tel: 20 72 26 62/63 Ext. 4015/4479

**QUALIFICATIONS REQUIRED:**

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

**Education:** University level studies in accounting, business, economics, development is required.

**Prior Experience:** Two to three years' experience in office management or administrative work is required.

**Language Proficiency:** Level III (Good working knowledge) both spoken and reading English and French ability is required. Level IV (Fluent) ability to speak one of the major host country languages (Zarma & Hausa) is required. **English will be tested.**

**Knowledge:** Candidates must have a strong interest in development work and project management. Knowledge of global development trends and rural development practices is a bonus but not required.

**Skills and Abilities:** Strong organizational and computer skills, including Microsoft Excel, Office and Word are required. Level 2 (40 wpm) typing abilities. Must be able to work well under pressure and organize multiple complex projects. A very strong customer service skills is a must, as candidate will engage with department clients, NGO contacts and government officials where patience and a friendly demeanor are key. Ability to travel throughout the country to monitor ongoing and potential projects. Must be able to work independently. Must possess a positive attitude and demonstrate an ability to work well with others.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Member (USEFMs), and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualification above in the application.

## **ADDITIONAL SELECTION PROCESS**

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 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.
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.
6. The candidate must be able to obtain and hold a security clearance.

## **TO APPLY:**

Interested Candidates should submit the following:

1. Interested candidates for this position must submit the following for consideration of the application:
2. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
3. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
4. A combination 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.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Attention: Human Resources Office  
American Embassy  
BP 11201  
Niamey, Niger

## **POINT OF CONTACT**

Human Resources Office  
Telephone: (227) 20-72-26-62, Ext. 4015/4479  
**Applications must be received by the closing date.**

## **CLOSING DATE FOR THIS POSITION: 08/15/2014 at 17:30 PM**

The U.S. Mission in Niamey 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.

U.S. Mission Niamey is a drug-free work environment.