

**ANNOUNCEMENT NUMBER: 15-26**

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**OPEN TO:** All interested candidates

**POSITION:** Housing Assistant  
FSN-08; FP-6

**OPENING DATE:** 08/24/2015

**CLOSING DATE:** 09/07/2015

**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 individual** for the position of **Housing Assistant** in the General Services Office (GSO) section.

**BASIC FUNCTION OF POSITION:**

Primary point of contact for housing and leasing activities for the US Embassy in Niamey, Niger. Responsible for identifying and securing residential properties suitable for Embassy housing. Serves as the main point of contact between the General Services Officer and Landlord (s) of Embassy leased housing. Oversees any necessary improvements/repairs that are required at residences. Serves as the Contracting Officer's Representative (COR) on most service contracts (Sewage and trash collection).

A complete position description is available in HR office.

**QUALIFICATIONS REQUIRED:**

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

**Education:** US High school diploma or host country equivalency is required.

**Prior Work Experience:** Five years of prior work experience in real estate or real property management and minimum of 1 year of supervision are required.

**Language proficiency:** Level IV (Fluent) Speaking/Reading/Writing English and French are required. (English will be tested). Level IV (Fluent) speaking Hausa or Zarma is required.

**Knowledge:** Knowledge of leasing fundamentals and property management is necessary. Knowledge of the local housing market is required.

**Skills and Abilities:** Must possess good negotiation, organizational and coordination skills. Must be adept at cultivating contacts with local landlords, utility companies and government officials. Must have strong writing and computer skills, especially in MS Word, Excel and Outlook. Must possess strong interpersonal skills for communicating with mission personnel and outside contacts.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications 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 an initial 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 US Citizen AEFMS who currently hold a Family Member Appointment (FMA) appointment 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 non-sensitive security clearance.

## **TO APPLY**

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at: <http://Niamey.USEmbassy.gov>;or

2. A current résumé or curriculum vitae that provides the **same information** as the Universal Application for Employment (see Appendix B);**or**

A combination of both; i.e. Sections 1 -24 of the Universal Application for Employment along with a listing of the applicant's work experience attached as separate sheet; plus

3. 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.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Attention: Human Resources Office  
American Embassy  
BP 11201  
Niamey, Niger or by e mail [HRONiamey@state.gov](mailto:HRONiamey@state.gov)

## **POINT OF CONTACT**

Human Resources Office  
Telephone: (227) 20-72-26-62, Ext. 4146/4479

**Applications must be received by the closing date.**

**CLOSING DATE FOR THIS POSITION: 09/07/2015 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.