

# United States Mission Nigeria

## Vacancy Announcement

<b>No.</b> 2011-014	<b>Date:</b> February 24, 2011	<b>Ref:</b> A52276
<b>Subject:</b>	<b>REAL PROPERTY ASSISTANT</b>	
<b>Location:</b>	<b>LAGOS – U.S. CONSULATE GENERAL</b>	
<b>Applicability:</b>	<b>ALL INTERESTED CANDIDATES</b>	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Real Property Assistant FSN - 09

**OPENING DATE:** February 24, 2011

**CLOSING DATE:** March 10, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **OR – Ordinarily Resident** – N 3,577,888.00 p.a. (Starting basic salary)  
Position Grade: FSN-09  
In addition to the basic salary, all allowances will be paid  
in accordance with the Mission Local Compensation Plan.

**NOR - Not Ordinarily Resident – AEFM – US\$50,043**  
**EFM-US\$42,948.00,**  
Salary p.a. (Starting) (Position Grade: FP-05)

The **U.S. Consulate General Lagos** is seeking to employ a suitable and qualified candidate for the position of a Real Property Assistant in the General Services Office/Management Office.

### **BASIC FUNCTION OF THE POSITION:**

Incumbent is responsible for the management and administrative direction of the U.S. Consulate's Lagos Housing office. Accountable for establishing efficient and effective operations to meet post's housing goals. Prepares contracts for real estate acquisition. Obtains approvals and assures that terms/conditions are in accordance with regulations, instructions, and lease laws.

[http://nigeria.usembassy.gov/about\\_the\\_us\\_mission.html](http://nigeria.usembassy.gov/about_the_us_mission.html)

### **POSITION REQUIREMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. University degree in Property or Business Administration is required.
2. Minimum of three years in real estate or property management is required.
3. Level IV (Fluent) Speaking /Reading English is required.
4. Extensive knowledge of local real estate practices, Nigeria housing market and land development is required.
5. Must be able to use advanced EXCEL spreadsheet applications and have word processing skills.

### **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 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 U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of the employment.
4. Currently employed NORs hired under a Personnel 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 employees who are qualified will be given preference.
6. Only successful applicants who meet the minimum requirements will be notified.
7. The Human Resources Office will **NOT** accept applications or resumes **submitted in U.S. Government official envelopes.**
8. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

### **HOW TO APPLY:**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **Application for U.S. Federal Employment (DS-174); plus.**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.**

### **SUBMIT APPLICATION TO:**

Human Resources Office Abuja  
Plot 1075 Dip. Drive Central District, Abuja  
Attention: Recruitment.

Email Address: **HRNigeria@state.gov**

### **POINT OF CONTACT**

Telephone: 09-461-4000 ext 4280

### **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:
  - A. 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
  - B. 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.

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 US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: March 10, 2011**

**The U.S. Mission in Nigeria 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.**

**An Equal Opportunity Employer**

Approved: S/HRO: PKhan

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