

United States Mission

Vacancy Announcement

No. 2014-085	Date: August 21, 2014	Ref: A52981
Subject:	ADMINISTRATIVE CLERK	
Location:	LAGOS – CONSULATE GENERAL	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Administrative Clerk, FSN-05/FP-09

OPENING DATE: August 21, 2014

CLOSING DATE: September 3, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: **OR – Ordinarily Resident**–N2,262,767 p.a.
(Starting basic salary) Position Grade: FSN-05
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\$32,282
EFM/MOH – US\$27,705 (Starting Salary) p.a.
Position Grade: FP-09

NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION (COM) AUTHORITY DOES HAVE TO BE ASSIGNED OFFICIALLY TO POST.

The **U.S. Consulate General in Lagos** is seeking to employ a suitable and qualified candidate for the position of Administrative Clerk in the General Services Office (GSO).

BASIC FUNCTION OF THE POSITION:

The Incumbent serves as ICASS Administrative Clerk in the Motor Pool section of the General Services Office (GSO). Performs clerical, administrative, and secretarial functions in the Motor Pool section to ICASS standards. Track vehicle usage information and prepares ICASS billing reports. Coordinates all ICASS reports for motor pool, liaises with the Financial Management Office (FMO) to ensure all necessary reports are submitted in an accurate and timely manner. Prepares vehicles and boat usage reports as well as billing reports for all official and other authorized use trips.

To obtain a copy of this announcement please visit our Mission websites at:

http://nigeria.usembassy.gov/hr_office.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. Completion of Secondary School is required.
2. Minimum of two (2) years of experience performing clerical and administrative duties, utilizing Microsoft computer applications is required.
3. Level III (Good working Knowledge) Speaking/Reading/Writing in English is required.
4. Must have the ability to perform clerical duties, including filing, keeping records, preparing reports and correspondence, cleaning and keeping office machinery and equipment in an orderly manner, ordering supplies for office use and distributing to employees for official use.
5. Must be able to read and understand documents, write clearly, and communicate clearly on the phone or by radio when necessary.
6. Must have a comprehensive knowledge of personal computer applications, including Word, Excel, Access and Outlook with level II typing speed (40 words per minute).

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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. 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.

HOW TO APPLY

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

1. **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.
2. **Application for U.S. Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus.**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., certificates, awards, copies of degrees earned) that directly addresses the qualification requirements of the position as listed above.
5. **Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.**

SUBMIT APPLICATION TO:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.
Or submit to: HRNigeria@state.gov

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4261
Fax: 09-461-4036

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:

- US 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.

2. EFM: An individual related to a US 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: September 3, 2014

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