

United States Mission Nigeria

Vacancy Announcement

No. 2015-006	Date: July 13, 2015	Ref:
Subject:	PROGRAM ASSISTANT (Temporary position not to exceed 36 months)	
Location:	ABUJA – USAID/OFFICE OF TRANSITION INITIATIVES (OTI)	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Program Assistant FSN-08/FP-06 **(Temporary position not to Exceed 36 months)**

OPENING DATE: July 13, 2015

CLOSING DATE: July 24, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **OR – Ordinarily Resident**–N4,494,054 p.a.(Starting basic salary)
Position Grade: FSN-08
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

USAID/Nigeria in Abuja is seeking to employ suitable and qualified candidate for the **Temporary** position of Program Assistant in the Office of Transition Initiatives (OTI).

BASIC FUNCTION OF THE POSITION:

The incumbent serves as the principal assistant to OTI's Country Representative and Deputy Country Representative as well as the Office of Foreign Disaster Assistance's (OFDA) Senior Humanitarian Advisor. The job holder is the administrative focal point for the OTI Nigeria program and assists program staff in a variety of ways such as liaising with OTI and OFDA's Implementing Partner and awardees, setting up meetings and organizing events, drafting communications English and keeping proper records and files among other administrative and clerical duties.

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. Minimum of two years university degree in liberal arts, business management, management or related studies is required.
2. Minimum of three (3) years general experience in clerical and administrative work is required.
3. Level IV (fluent) Speaking/Reading/Writing in English Language is required. Language proficiency will be tested.
Level IV (fluent) Speaking/Reading/Writing in Hausa Language is required.
4. Basic knowledge of the Nigerian political, economic and cultural environment is required. Incumbent must be able to interact with tact and diplomacy when interacting with high level officials and grassroots organizations.
5. Incumbent must be able to plan and organize OTI's administrative support for all team activities and coordinate with other offices within the mission.
6. Computer literacy with advance knowledge of Microsoft programs including Word, Excel, Access, PowerPoint and Outlook is required.

SELECTION PROCESS

When fully qualified, 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. Only successful applicants who meet the minimum requirements will be notified.
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. **[Application for US Federal Employment \(DS-174\)](#); or a current resume or curriculum vitae that provides the same information as a 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.
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.**
6. **E-mails received without the appropriate subject line and incomplete applications will not be considered.**

SUBMIT APPLICATION TO: abujahr@usaid.gov

Or submit to

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.

POINT OF CONTACT:

Tel: 09-461-4000 Ext. 9319

DEFINITIONS

1. 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.

2. 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: JULY 24, 2015

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

Drafted:AUsman

Cleared:SHRO:WGooding

Approval:OTI: AKimbro