

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 02-2014

OPEN TO: All Interested Candidates

POSITION: Management Clerk - WAE FSN 5/FP 9/1

OPENING DATE: October 10, 2014

CLOSING DATE: October 24, 2014

WORK HOURS: Full Time When Needed

SALARY: To be Determined

LENGTH OF HIRE: Maximum one year; however the position may become permanent depending on the needs and requirements of the Embassy.

NOTE: ALL ORDINARILY RESIDENTS (OR) APPLICANTS (SEE APPENDIX A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Praia is seeking an individual for the position of Management Clerk in the Management Section.

BASIC FUNCTION OF POSITION

Serves as an intermittent management assistant reporting directly to the Management Officer. This position is a WAE (While Actually Employed) position. The WAE Management Assistant serves in different sections throughout the Embassy as back up to various LES (Locally Employed Staff) positions.

MAJOR DUTIES AND RESPONSIBILITIES

Back-up Telephone Operator:

Screen calls and responds to inquiries; send and receive faxes; Prepare and receive pouches.

Back-up HR and Payroll: Prepare and submit Time and Attendance reports and resolve payroll issues.

Screen candidates for employment.

Back-up Travel Assistant:

Assist Post personnel with Travel arrangements. Coordinate with hotels, resorts, airport officials and others to provide support to Embassy personnel and TDY staff traveling to Cabo Verde.

Administrative Assistant to the Management Officer: Draft documents as requested. Meet visitors to the Embassy and escort them to their appointment. Assist with official events as directed.

Voucher Examiner:

Review Travel and other vouchers for accuracy. Prepare payments to vendors as required.

GSO Office:

When necessary serves as the back-up procurement clerk or GSO Clerk. Work with the procurement software Ariba to place purchase orders for items in support of the Mission.

QUALIFICATIONS REQUIRED

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

- a. Education: Must have completed secondary school/high school
- b. Prior Work Experience: 1 year administrative service
- c. Post Entry Training: Training in the Time and Attendance Program WinT&A, Travel Program E2, Voucher preparation, procurement program Ariba, and telephone operator equipment.
- d. Language Proficiency: Have Good English, in speaking and writing (Level IV) Portuguese Level IV (fluent)
- e. Job Knowledge: Have an excellent working knowledge of computers and computer programs. Be able to use Microsoft Word programs.
- f. Skills and Abilities: The ability to work in a multitude of environments and with different persons and sections.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that all candidates 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 AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position should submit the following any incomplete applications will not be considered:

1. Application for Employment (DS-174); or
2. A current resume or curriculum vitae that provide the same information as a DS-174.
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., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources
Attention: Ms. Eunice Ramos
Insert Address: C.P. 201, Praia, Cape Verde or
Ramoseb@state.gov

Deliver the application to the front desk at the Embassy, in an envelope addressed to the same above with the applicants name on the same.

Fax to: Ms. Eunice Ramos @ 238-261-1355.

DEFINITIONS

1. USEFM's: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Resident at the sponsoring employee's or uniformed servicemember's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil and/or Foreign Services.

**CLOSING DATE FOR THIS POSITION: October 24, 2014
(CLOSE OF BUSINESS FOR THE EMBASSY)**

The US Mission in Praia 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.