

**AMERICAN EMBASSY  
DAKAR, SENEGAL  
VACANCY ANNOUNCEMENT**

**RE-ADVERTISED**

**JOB ANNOUNCEMENT NUMBER: DKR-2012-012**

**OPEN TO:** All interested candidates  
**POSITION:** Designated Billing / Admin Assistant FSN- 7/FP7 **Developmental Level FSN6/ FP8**  
**OPENING DATE:** May 11, 2012  
**CLOSING DATE:** May 25, 2012  
**WORK HOURS:** Full-time position, 40 hours/week

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Dakar is seeking an individual for the position of  
**Designated Billing / Admin Assistant**

*Copy of the complete position description listing all duties and responsibilities are available on the US Embassy website <http://dakar.usembassy.gov/>. Send your applications via e-mail to [PersonnelDakar@state.gov](mailto:PersonnelDakar@state.gov).*

**BASIC FUNCTION OF THE POSITION**

Incumbent manages the voucher submission process for all serviced agency vouchers in the Mission. She/he reviews all invoices, medical claims, travel vouchers and miscellaneous administrative vouchers for distribution and registration. Serves as the principal Financial Management Center (FMC) liaison to the Post Support Unit (PSU) for payment certification and voucher processing. Provides a full range of administrative duties to support the Allowances, Payroll, Payments, Travel & VAT Recovery section. In charge of sending notifications, rejections, or clarifications. Processes monthly ORE vouchers and Representation claims. Serves as back up to other Voucher Examiners and the Embassy Payroll Liaison. Serves as the administrative assistant position for the FMC, including answering phones, email inquiries, filing, and ordering office supplies.

**MAJOR DUTIES AND RESPONSIBILITIES**

Incumbent is responsible of the FMC tracking system. This is a database that allows FMC vouchering to maintain a better control of the process that the vouchers follow before they get paid. Incumbent should keep this system updated and with the most specific and detailed information, at a certain point any user will be able to identify whether the voucher has been paid or not, the lifetime or period for a payment to get disbursed, the members of FMC that were involved in the process, the type of voucher, type of currency, post and agency of payment. Users are also able to track who was the last person to receive the voucher. Incumbent verifies if vouchers are complete and accurate. Depending on the type of voucher, the administrative assistant/ voucher examiner verifies on a basic level if the voucher accomplishes with the requirement to be processed. The incumbent will be responsible for entering vendor codes, and address codes when needed.

Serves as principal liaison to the PSU for payment certification and voucher processing. Incumbent is responsible for processing accurately, timely and within ICASS standards, vouchers for serviced agencies in Dakar and, when applicable, regionally-supported posts. Incumbent must be thoroughly familiar with information and appropriateness of the expense as well as each agency's complicated accounting systems and be able to spot errors within the fiscal strip code on the vouchers. Incumbent is responsible for examining each document for correct fiscal data. This involves an extensive knowledge of the complicated Momentum System, Regional Financial Management System, E2 Travel and proper procedures for inputting vouchers, collections and deposits into the accounting system. Payments must

be made within ICASS standard time frames and via electronic funds transfer (EFT). Incumbent processes monthly ORE vouchers and Representation claims.

Serves as the administrative assistant position for the Financial Management Center, including answering phones, email inquiries, tiling, and ordering office supplies.

The incumbent will have access to and be responsible for the management of financial management databases, information, and software applications.

Performs other duties as assigned.

Qualifications Required For Effective Performance

**a. Education**

Two-year secretarial or clerical degree or equivalent, or two years of university level courses in accounting, mathematics, economics, or similar field, which requires aptitude for numbers and/or detail work required.

**b. Prior Work Experience**

Two years of experience in administrative/secretarial/clerical, or accounting, finance, budget, or related field. Strong PC skills, including Excel, Word, and Power Point.

**c. Post Entry Training**

RFMS/Momentum, ICASS, ARIBA and RABIT, WinT&A, Global E2 Travel, and voucher processing.

**d. Language Proficiency:**

List both English and host country language(s) proficiency requirements by level (*/I, 1/1*) and specialization (*sp/read*). Level III reading and speaking in English and French.

**e. Job Knowledge**

Knowledge on FAM, 4 FAM, 4 FAH, 14 FAM, DOS Standardized Regulations.

**f. Skills and Abilities**

Skilled in deadlines tactfully with all levels of Mission personnel, Washington, Charleston, Post Support Unit t, and external contacts. Highly-organized and self-starter.

**Position Element**

**a. Supervision Received**

For Support to the Allowances, Payroll, Payments, Travel & V AT Recovery Section, from the Senior Financial Management Specialist/Alternate Certifying Officer and/or the Supervisory Financial Specialist. For administrative assistant duties, from the Financial Management Officer/FMC Deputy Director.

**b. Supervision Exercised**

N/A

**c. Available Guidelines**

Standard Regulations, 3 FAM, 6 FAM, FAH, GFSC OPMAN, Post Management Notices and Management Procedures, application software procedure manuals, etc.

**d. Exercise of Judgment**

Must exercise solid judgment and be able to research both sides of an issue before recommending a particular course of action.

**e. Authority to Make Commitments**

May make commitments after consulting with FMO on office matters.

**f. Nature, Level, and Purpose of Contacts**

Contact with all levels of DOS and other agency staff within the Embassy. Ensures that the FMC maintains a high level of customer satisfaction with State and State/ICASS Serviced Agencies and to identify issues that require attention.

**g. Time Expected to Reach Full Performance Level**

One year

**SELECTION PROCESS:** When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

*NOTE: Only short listed candidates will be contacted.*

**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 (OR) 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 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 Not Ordinarily Resident (NOR) employees 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) Background check will be conducted if selected.

**TO APPLY:** Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.
- (2) Letter of motivation addressing the qualification requirements of the position as listed above,
- (3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.
- (4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

**SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office**  
**E-mail Address: [PersonnelDakar@state.gov](mailto:PersonnelDakar@state.gov)**

**CLOSING DATE FOR THIS POSITION: May 25, 2012**

*The US Mission in Senegal 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.*

## **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 below) 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. Eligible Family Member (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;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

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 General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP). If an individual is holding a diplomatic status through a spouse or partner by a third country or international organization (e.g., Union Nations), the candidate is classified as Not Ordinary Resident (NOR) and paid off the US FP Scale.

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.