

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: DKR-2011-031

POSITION: Warehouse Supply Clerk, FSN-3/FP-BB
OPEN TO: All Agencies, All interested candidates,
OPENING DATE: June 9, 2011
CLOSING DATE: June 23, 2011
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 a candidate for the position of **Warehouse Supply Clerk**. The position will be located at the U.S. Embassy in Dakar, Senegal.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. For a copy, please send a request via e-mail to PersonelDakar@state.gov

BASIC FUNCTION OF POSITION

Under the supervision of the Warehouseman/Team Foreman, Storekeeper or Supply Clerk. Performs unskilled manual labor related tasks.

QUALIFICATIONS REQUIRED:

- a. **Education:** Completion of secondary school is required.
- b. **Prior Work Experience:** Previous warehouseman and supply experience is desirable as is a previous of use of computer applications, such as MS Outlook and MS Word.
- c. **Language Proficiency:** Level 2 English ability (limited) is required. Fluency in French is essential.
- d. **Job Knowledge:** Must possess a basic knowledge of computer applications. Must be familiar with basic safety practices. Knowledge of simple hand tools is necessary.
- e. **Skills and Abilities:** Must be capable of performing arduous physical work. Must be able to complete tasks according to instructions given by the supervisor

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.

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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), local job application (available from HR Office), or a 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) 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 to be afforded preference.

SUBMIT APPLICATION TO:

**American Embassy, Dakar, Human Resources Office
E-mail Address: PersonnelDakar@state.gov**

CLOSING DATE FOR THIS POSITION: June 23, 2011

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.