

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 017-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: General Services Assistant, FSN-07/FP-07

OPENING DATE: April 20, 2015

CLOSING DATE: May 01, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: \*Ordinary Resident (OR)  
(Position Grade FSN-07)

\*Not-Ordinarily Resident (NOR)  
(Position Grade FP-07)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of General Services Assistant. The position is located in the General Services Section and reports to the General Services Officer.

## **BASIC FUNCTION OF POSITION:**

Under the supervision of the General Services Officer (GSO), facilitates the works of Motorpool, Shipping, Procurement and Property Management units to ensure management control, accuracy, prevention of fraud or theft in the delivery of fuel, water, properties and overall improved operations of the various GSO sections. Works closely with the General Services Officer on special projects related to GSO activities, staff development, preparation of specialized reports, and procurement budget planning. Is Post contact person for the Collaborative Management Initiative (CMI), coordinating with Management Officer, GSO and Post service providers to improve customer Service to all ICASS agencies.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Also, please see appendix C below.

## QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** Completion of secondary education and diploma in warehousing, stores, administration, or transportation field required.
- 2. Experience:** Three to four years of progressively responsible experience in GSO operations including Property Management, Procurement Warehouse and Transportation required.
- 3. English Ability:** Level 3 English language ability (good working knowledge) of written and spoken English required. English Level will be tested.
- 4. Other Criteria:** Must be able to acquire knowledge in the following areas within a reasonable period of time: must have thorough knowledge of the Department of State and associated agency property management/supply instructions and procedures. Must have thorough knowledge of 6 FAM portion regarding Property, shipping and motorpool. Thorough knowledge of GSA catalog and ordering procedure. Knowledge of fuel and automotive operations. Knowledge of warehouse and stores procedures. Thorough knowledge of computer word and excel programs.
- 5. Other Skills:** Ability to be able to coordinate GSO sections activities efficiently. Must be tactful, yet effective in dealings with American personnel and families about household furnishings and equipment. Must be a good motivator that enhances good leadership skills. Must be able to undertake audios physical work - ascending and descending high/heavy duty fuel tankers to monitor and assess quality of fuel and accuracy of fuel deliveries.

### SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold 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.

**TO APPLY:**

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) or
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet and a Curriculum Vitae PLUS
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

The Human Resources Section  
(Application for General Services Assistant)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076/022-515-075

**POINT OF CONTACT:**

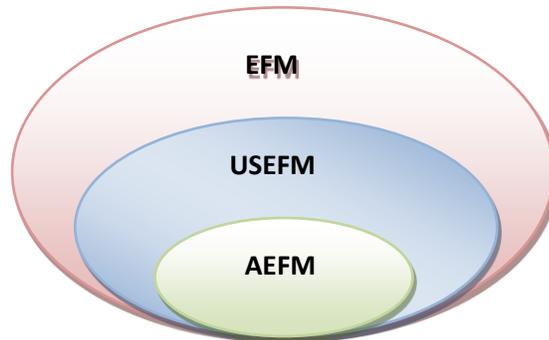
Human Resources Section: 076-515-000

**CLOSING DATE FOR THIS POSITION: May 01, 2015**

The U.S. Mission in Freetown, Sierra Leone 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.

## APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. - citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - 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.
  
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. 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.
  3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
    - Is a U.S. citizen; and
    - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
      - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
      - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
      - Does not receive a Foreign Service or Civil Service annuity
  4. **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 U.S. Citizen.

5. **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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including

U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

## **APPENDIX B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

## APPENDIX C

### COMPLETE JOB DESCRIPTION - General Services Assistant

Under the supervision of the General Services Officer (GSO) Facilitates the works of Motorpool, Shipping, Procurement and Property Management units to ensure management control, accuracy, prevention of fraud or theft in the delivery of fuel, water, properties and overall improved operations of the various GSO sections. Works closely with the General Services Officer on special projects related to GSO activities, staff development, preparation of specialized reports, and procurement budget planning. Is Post contact person for the Collaborative Management Initiative (CMI), coordinating with Management Officer, GSO and Post service providers to improve customer Service to all ICASS agencies.

#### Fuel and water delivery:

Monitors fuel and water procurement and delivery to residences and the Embassy. Reports inconsistencies to General Services Officer. Keeps constant inventory of fuel, and is accountable for fuel usage and shortages. Prepares monthly reports on fuel and water usage and reviews results to determine if any action should be taken.

#### Motor Pool:

Ensures that monthly statistics on vehicle mileage and fuel consumption are completed and reviews the results to determine if any action should be taken. Ensures that daily usage logs and repair logs are completed correctly and works with motor pool clerk to institute an electronic version of the same. Works with mechanics and motor pool supervisor to create and enforce a preventative maintenance schedule for all motor pool vehicles. Provides a link between the Motorpool Supervisor and Expendable Storekeeper to ensure that necessary vehicle parts and supplies are kept at required stock levels. With assistance from the Motorpool Supervisor, prepares the annual vehicle operation and maintenance reporting requirements.

#### Procurement:

Assist the procurement supervisor to design and implement a tracking system for procurements, paying special attention to the need for regular follow up with both customers and vendors. Coordinate with Receiving clerk to track outstanding procurements and work with vendors and dispatch to improve delivery speeds.

#### Shipping:

Assist the shipping supervisor to keep tracking system for both incoming and outgoing shipments, paying special attention to the need for regular follow up with both customers and shippers.

#### Property/Supply/Warehousing:

Works closely with the Property Management Supervisor to assess supply levels and reviews timely ordering of furniture, furnishing, appliances, supplies, and equipment for offices and residences so that the inventory never falls short of needed supply, ensuring that stock levels

are not excessive and that obsolete items are disposed according to regulations. Provides input to determine the annual budget for supply of residential and office furniture and equipment. Works with supply clerk to sets minimum and maximum inventories for expandable office supplies and vehicles parts/supplies, provides input to budget planning, and makes spot checks of property record management program to ensure accuracy of records.

**CMI Quality Coordinator:**

Is Post contact person for the Collaborative Management Initiative (CMI), coordinating with Management Officer, GSO and Post service providers to improve customer service to all ICASS agencies. Educates both customers and service providers on CMI, eServices, Universal Service Standards and service delivery through monthly meetings, quarterly trainings and daily interoffice communication. Assist Post management in monitoring and interpreting eServices performance data, in partnership with the Regional Initiatives Council (RIC) Data Analysis Unit. Provide standardized reports to RIC Data Analysis Unit, assist with analysis and interpretation of data; use data interpretation to identify areas of improvement for service delivery.

**Other:**

Acts as GSO when GSO is not available. Reviews and approve leave in his/her absence, ensuring that there is adequate workforce at each section to cover tasks during absences of other staff. Assist the GSO on special GSO related activities, staff development, preparation of specialized reports, budget planning related to procurement and GSO staff training.

**\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**