

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 25-10

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Administrative Management Assistant

OPENING DATE: December 10, 2010

CLOSING DATE: December 24, 2010

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP-08 (To be confirmed by Washington)
*Ordinarily Resident: FSN-105-6

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

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Administrative Management Assistant. The position is located in the Management section and reports to the Management Officer.

FUNCTIONS OF POSITION:

Provides telephone/receptionist services in the Management office. Responds to telephone calls, screens callers, directs callers to the appropriate office, or takes messages as necessary. Receives, reviews, sorts, and distributes incoming correspondences as appropriate. Reviews outgoing correspondence and corrects for grammar, punctuation or typographical errors. Drafts management notices, diplomatic notes, cables and other correspondence as directed, or types from narrative materials as required by the Management Officer.

Manages the Management Officer's (MO) appointment calendar. Escorts outside visitors to the Management office and back. Arranges for meetings as requested by the Management Officer; coordinates meeting location and invites audience. Establishes a well organized

filing system in accordance with Department of State FAM regulations and maintains files and other information as necessary. Maintains files and other information on temporary occupants at U.S. Government apartments.

Provides administrative support duties to the Financial Management office: Reviews and prepares bills for completeness, disseminates to employees for payment and files budget documents. Ensures all bills/invoices received or collected from Utilities Vendors and other sources are recorded and stamped with date stamp for tracking. Must be able to detect discrepancies and rectify with staff or vendor. Checks telephone bill computation for accuracy and correctness. Ensures that invoices/bills are in compliance with the terms of the utility contract or USG policies.

Performs other duties as assigned by Management Officer to include preparing Time and Attendance sheet on Management staff; supporting other Management Sections with clerical work and assisting with Special Projects as directed by the Management Officer.

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 specialized training in secretarial and office management skills. Training in basic accounting principles and techniques.
2. Experience: Two years of progressively responsible experience in the secretarial, administrative management and clerical fields. One year basic accounting knowledge required.
3. Language Ability: Level III English ability (good working knowledge) of written and spoken English required.
4. Knowledge: Knowledge of office procedures and regulations. Basic accounting knowledge.
5. Ability to understand the office procedures and regulations within a reasonable period of time. Ability to prioritize work. Accurate typing skills at a minimum of 40 words per minute. Ability to understand and apply basic regulations and procedure in the preparation of routine bills.
6. Skills: Must have interpersonal skills – be able to interact with colleagues and provide assistance to other Management offices.

SELECTION PROCESS:

When equally qualified, US 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. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae.
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

The Human Resources Section
(Application for Administrative Management Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown

FAX: 076/022-515-075

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: 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, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: DECEMBER 24, 2010

The US Mission in Freetown 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.