

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 01-11

OPEN TO: American Family Members – All Agencies

POSITION: GSO Assistant

OPENING DATE: January 11, 2011

CLOSING DATE: January 25, 2011

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP-07 (To be confirmed by Washington)

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

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

FUNCTIONS OF POSITION:

Property/Supply/Warehousing:

Works closely with the Property Management Supervisor to assess supply levels and reviews timely ordering of furniture, furnishing, appliances, and equipment for office and residence so that the inventory never falls short of needed supply, ensuring that stocks level 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.

Monitors the Property Management / supply section's performance in managing American residences' official property and delivery and pack-out of personal property. Ensures that the residential inventory is ready for American personnel certification upon arrival and departure. Reviews the recommendation by the property management Supervisor for Furnishing residences as well as cleaning, reconditioning, or disposal of furniture, appliances drapes, and floor covering to ensure that plans are cost effective and timely. Reviews and consult with American personnel on their furnishing requirements and needs, advising on

entitlements and availability. Monitors pack-out scheduling, packing, staff performance and appropriate use of the packing materials.

Working closely with the Expendable property storekeeper, ensures that stocks are maintained at acceptable levels, that obsolete stock is disposed, and that supplies are delivered efficiently. 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.

With the Property Manager schedules periodic sales of excess and obsolete property, overseeing the sale preparation and execution by designated staff.

Schedules the annual inventories of expendable and non expendable properties and assigns responsibility for conducting the inventories. Monitors the inventory process and progress. Approves reconciliation of property records and inventory counts. Approves annotation of NEPA records, makes periodic spot checks to ensure records are up-to-date. Upon reconciliation, obtains appropriate signature for General Services Officer to ensure timely certification to the Department.

Motor Pool:

Provides the necessary administrative support to oversee and assist the Motorpool Supervisor as follows:

Ensures that monthly statistics on vehicle mileage and fuel consumption are completed and reviews the results to determine if any action should be taken.

Monitors and oversees fuel deliveries and pickups to ensure timely and correct delivery of fuel to the Embassy and all properties. Will alternate with EFM Property Management Supervisor.

In consultation with the Motor pool Supervisor and the Automotive mechanic determines when contracting of specialized or major vehicle repairs should be recommended and when retirement of vehicle should be recommended because of age, high maintenance costs, etc. Provides a link with the Motorpool Supervisor and Expendable Storekeeper to verify that vehicles are periodically maintained and ensure that the necessary vehicle parts and supplies are kept to the required stock levels.

With assistance by the Motorpool Supervisor, prepares the annual vehicle operation and maintenance reporting requirements

Reviews the Motorpool Supervisors reports concerning various Chauffeur performances and takes such follow-up actions as necessary. In the absence of the motorpool Supervisor, closely monitors the performance of the dispatcher's duties, and generally trouble shoot any non-routine matters that may arise.

Other:

Assists the General Services Officer and the Facilities Manager with the identification and management of short-term (STL) and long-term (LTL) properties. Assists on special projects related to GSO and FM activities, staff development, preparation of specialized reports, budget planning related to procurement and GSO staff training.

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 some college training in warehousing, stores or transportation field required.
2. Experience: Three to four years of progressively responsible experience in Property Management, warehousing, stores and transportation. 1 to 2 years Supervisory or Management experience required.
3. Language Ability: Level 3 English language ability (good working knowledge) of written and spoken English required.
4. Knowledge: Must have or be able to acquire thorough knowledge of the Department of State and associated agency property management/supply instructions and procedures. Must have thorough knowledge of 6 FAM. Thorough knowledge of GSA catalog and ordering procedure. Knowledge of automotive operations. Thorough knowledge of computer programs.
5. Ability to be able to direct and supervise property management and motorpool operations efficiently. Must be tactful, yet effective in dealings with American personnel and families about household furnishings and equipment.
6. Skills: Must be holder of driver's license.

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.

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 GSO 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 EFM's 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. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM's 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: January 25, 2011

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.