

# MANAGEMENT NOTICE

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 10-2011

OPEN TO: All Interested Candidates Within and Outside the Mission

POSITION: Office Management Clerk

OPENING DATE: March 22, 2011

CLOSING DATE: April 5, 2011

WORK HOURS: Full-time; 40 hours/week

GRADE: \*Not-Ordinarily Resident: FP--09 (To be confirmed by Washington)  
\*Ordinarily Resident: FSN Grade 05

The United States Embassy in Freetown is seeking an individual within the Mission for the position of Office Management Clerk. The position shares responsibilities with the General Services and Management sections, but takes line supervision from the Management Officer.

## **FUNCTIONS OF THE POSITION:**

Is the first point of contact for clientele, especially newcomers or visitors to the Management and GSO sections, who need assistance in addressing a particular issue or direction to the appropriate action office within the section.

Serves as Office Manager for the Management and GSO offices: Provides telephone/receptionist services by responding to telephone calls, and directing callers to appropriate Officer, or takes messages as necessary. Receives, reviews, sorts, and distributes incoming correspondence/communications as appropriate.

Manages the Management Counselor's and General Services Officer's appointment calendars by scheduling visiting appointments with clients and escorting visitors from outside the Chancery to the offices, and back. Arranges for meetings as requested by reserving hall or rooms and invites audience to the meetings.

Assists with processing e-services requests by Management, HR and GSO sections. Establishes a well organized filing system and maintains files and other information as necessary. Prepares e-Country Clearances for USG employees going on training or TDY. Drafts Management notices, diplomatic

notes, and other correspondence as directed, or types from script or narrative materials as required by the Management or General Services Officer. Establishes a well organized filing system and maintains files and other information as necessary.

Keeps attendance and leave records on GSO section staff and prepares Time and Attendance report for the section every two weeks.

Consults with embassy Travel office in coordinating travel of Management and GSO office personnel and TDYers; checking on and coordinating issuance of visas, airline booking, ticketing, accommodation etc.

Assists other Management and GSO sections with clerical work, and performs other duties as assigned.

## **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 school and secretarial or office management study required.
- 2. Experience:** Three years of progressively responsible experience in the secretarial, administrative management or clerical fields required.
- 3. English Ability:** Level 3 (good working knowledge) of spoken and written English required.
- 4. Other Criteria:** Knowledge of office management procedures. Knowledge of Microsoft Word and Excel programs required.
- 5. Other Skills:** Ability to effectively schedule and prioritize work and carry out tasks in an accurate and timely manner. Must be proficient in Microsoft word equipment and other computer programs. Level II typing ability - a minimum 40 words per minute with accuracy. Ability to deal politely, tactfully, and effectively with all customers to the Management and GSO front desk.
- 6. Interpersonal skills:** Good Interpersonal relationship with members of Management and GSO staff in coordinating work.

## **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. 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 US 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. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](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 address the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Office Management Clerk)  
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: April 5, 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.