

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 35-12

OPEN TO: American Family Members – All Agencies

POSITION: Mail Coordinator

OPENING DATE: December 28, 2012

CLOSING DATE: January 11, 2013

WORK HOURS: Full-time; 40 hours/week

GRADE: Not-Ordinarily Resident: FP-08

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Mail Coordinator. The position is located in the Information Management Section and reports to Information Management Officer.

## FUNCTIONS OF POSITION:

Working closely with the supervisory Mail Clerk, coordinates the central mail operations. This involves providing oversight on the work of mail room staff engaged in receiving, sorting and distribution of incoming unclassified mail. Monitors all outgoing mail and incoming pouch mail for proper addressing, preparation, and adherence to post and department policies as stated in the relevant FAMS and FAHS. Ensure that incoming local mail is handled in accordance with department regulations and is accounted for by all personnel involved in the sorting, distribution and receiving process. Educate mail room personnel on all department policies pertaining to mail handling. Brief all incoming post personnel on mail room services and policies and coordinate with outgoing personnel on mail forwarding issues.

Establish and maintain good management controls to prevent abuse of pouch privileges. Continuously suggests ways of improving mailroom operations and enhance customer

satisfaction. Liaises with the Facilities Maintenance Section in the upcoming construction of a new mail sorting facility.

Works closely with the IMO on developing a blueprint for the possible establishment of a Diplomatic Post Office at Post. (This should be part of your work development plan for the employee)

Facilitates contacts with Airline and other Cargo handling establishments for the pick-up and deliveries of local and international mail, and distributes to other non governmental agencies, the local Government, and within the Embassy. Develop contacts at Lungi to improve the Pouch handling process. Coordinates with the Sky handling team at Lungi Airport and with GSO to make sure mail room employees acquire the necessary identification badges to enable them to have unhindered access to the pouch sorting facility at Lungi Airport. Prepares invoices to facilitate availability of duplication equipment for processing invoices at Lungi.

Serves as IRM's primary liaison with the mail sorting facility in Dulles with regards to tracking and scheduling of pouch services.

Act as backup classified pouch escort " to the position description of the EFM mail room coordinator.

#### QUALIFICATIONS REQUIRED:

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

1. Education: Completion of High School education.
2. Experience: Three years handling and delivering pouches or Postal experience. Two years of managerial experience in postal management required.
3. Language Ability: Level 4: Fluent Speaking/Reading English is required.
4. Knowledge: Must be able to acquire knowledge of Department postal service system; how DPO function interrelates with Postal and Customs operations of the host country and other International Postal Agencies. Basic knowledge of accounting policies and procedures. Knowledge of Diplomatic Pouch Mail procedures and familiarity with the relevant website .
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. 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 EFM's 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](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 Mail Coordinator)  
Embassy of the United States of America  
Southridge, Hill Station

Freetown

FAX: 076/022-515-075

Or send via e-mail to [HRFreetown@State.gov](mailto:HRFreetown@State.gov)

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 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 11, 2013

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.