

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 06-12

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Property Data Control/NEPA Clerk

OPENING DATE: March 15, 2012

CLOSING DATE: March 29, 2012

WORK HOURS: Full-time; 40 hours/ week

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

*Ordinarily Resident: FSN-805-6

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 Property Data Control/NEPA Clerk. The position is located in the General Services Section and reports to the Property Management Supervisor.

FUNCTIONS OF POSITION:

Using the ILMS stock control automated systems, develops, inputs, maintains and monitors property records and custody records of office and household furnishings, equipment, and supplies. Reviews, reconciles, and processes forms OF-127 Receiving Reports, OF-132 Disposal Reports, and OF-583 and OF-584 Property Issuance or Turn-in Reports as appropriate. Inputs data and daily transactions for the receipt, issuance, and disposal of expendable and non expendable property. Data entered includes location, detailed description, and cost of each item. Reviews and updates expendable and non-expendable property information as appropriate. Create new property locations in stock control systems as appropriate. Provides guidelines to customers for property transactions.

Prepares and submits annual reports on expendable and non expendable property using appropriate software and systems. Submits quarterly data report on capitalized property. Submits capitalized property depreciation report, property disposal report and procurement document report. Works with post technical support team (ISC) to upgrade/convert property records to new systems as required.

Conducts periodic inventories of expendable property, including maintenance equipment and resources, and reconciles records against inventory results. Perform spot checks of stock levels for expendable supplies to ensure sufficient level of stock and alerts supervisor when stock levels are low. Compiles the GSA requirement order as necessary. Prepares OF-132 (property disposal authorization) report. Prepares ICASS workload count statistics for budget purposes. Prepares annual exchange rate value of expendable supplies issues as required on the ICASS statistics report.

Assists in conducting sales of excess/obsolete property. Identifies items from storerooms, evaluates property against depreciation, and in accordance with property depreciation rules in 6 FAM, costs items accordingly.

Monitors property records and stock levels for non expendable property. In collaboration with the Property Management Supervisor, conducts spot checks on real property items and reconciles records against inventory results.

Prepares Time and Attendance report for the Property Management Section.

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 education is required.
2. Experience: Two years experience in stores, stock control, data entry or inventorying of household properties, office furnishings and other items required
3. Language Ability: Level III English ability (good working knowledge) of written and spoken English required.
4. Knowledge: Knowledge of property management good practices and procedures. Knowledge of stores, data entry and inventories of properties.
5. Abilities: Ability to acquire knowledge of US government rules on property management after one year of employment. Computer skills: ability to type at least 20-

30 words per minute, to manipulate computer programs such Excel, Webpass, Outlook, and other computer programs, and to use and search the Internet for information. Must be tactful yet effective in dealing with American personnel regarding inventories of household furnishings and equipment. Must be a holder of drivers license and be able to drive a manual transmission vehicle. Must be able to operate forklift to move items within the embassy warehouse during off-loading of containers.

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 Property Data Control/NEPA Clerk)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076-515-355
Email: 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 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: March 29, 2012

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.