

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 19 -2013

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Human Resources Management Assistant

OPENING DATE: May 13, 2013

CLOSING DATE: May 27, 2013

WORK HOURS: Full-time; 40 hours/week

GRADE: \*Not-Ordinarily Resident: FP-06 (To be confirmed by Washington)  
\*Ordinarily Resident: FSN-8

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, Freetown is soliciting applicants for the position of "Human Resources Management Assistant". The position is located in the Management Section and reports to the Human Resources Management Specialist.

## **FUNCTIONS OF THE POSITION:**

Under the direction of the Human Resources Specialist, performs a variety of human resources, administrative, clerical and data management duties connected with the recruitment, examination and processing of incoming Americans, LE Staff personnel actions, LE Staff Social Security Retirement data, LE Staff Performance Management, Awards, and maintenance of position control records and personnel files for Mission staff. Is co-travel arranger required to provide travel support services including drafting diplomatic notes, e-country clearance, and arranging visas for official travel to other countries.

In collaboration with the other Human Resources Assistant, communicates the LE Staff Performance Evaluation Policy to all Mission employees. Provides training or participates in advisory services on the Employee Performance Report process. Provides training, technical information and guidance to management and supervisors on Employee Performance Procedures.

Serves as back-up Chief Time Keeper, assisting with facilitating Time and Attendance recording by sub-time keepers. Personally inputs Time and Attendance record for the Management staff. Assists with reviewing Time and Attendance data inputted by sub-time keepers for correctness. Alerts the Chief Time keeper to all data that are ready for transmission.

Working closely with Supervisor, assists with locating suitable applicants for vacant LE Staff positions by advertising internally and externally, receiving applications and reviewing them for completeness, eligibility, and qualifications. In collaboration with position Supervisor, schedules interviews. Where necessary, conducts pre-employment tests. On selection of a candidate, ensure that all pre-employment requirements are met by arranging medical examinations and security checks. Sends out rejects to non-selected candidates; ensure that personnel file is established, forms are completed, inputs employee profile into WEB Pass to initiate employment and entry into payroll system.

## QUALIFICATIONS REQUIRED

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

- **Education:** Completion of secondary school, and completion of secretarial or office management training required.
- **Experience:** Three years of clerical experience in the Human Resources or Administrative field required.
- **English Ability:** Level 3 English ability (good working knowledge) in written and spoken English.
- **Other Criteria:** Ability to read and acquire knowledge of 3 FAM and 3 FAH human resources management regulations and procedures of STATE and associated agencies. Must acquire knowledge of Performance Management Policy and Win-T&A handbook within a reasonable period of time.
- **Other Skills:** Ability to accurately type a minimum 40 words per minute. Ability to operate computer programs on human resources functions. Knowledge of excel and other programs used to manage data. Ability to accurately work on multiple tasks at the same time. Ability to draft simple correspondence. Good listening, interviewing and counseling skills. Ability to prioritize work and be productive in a high stress work environment.
- **Interpersonal Skills:** Must be able to interpret regulations and instructions to specific cases. Must have excellent interpersonal skills in dealing with Foreign Ministry and Immigration Officials, U.S. Citizen Personnel and VIP visitors.

## 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) or
2. A current resume or curriculum vitae that provides the same information as a DS-174; plus
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 Human Resources Management Assistant)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 515-075  
[HRFreetown@state.gov](mailto:HRFreetown@state.gov)

by handing a sealed envelope to a guard at the reception post at the American Embassy in Freetown.

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 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: May 27, 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.