

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 67-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: Administrative Assistant (Management and Operations)  
**THIS IS A TERM POSITION FOR ONE YEAR**

OPENING DATE: October 21, 2015

CLOSING DATE: November 5, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: \*Ordinary Resident (OR)  
(Position Grade FSN- 06)

\*Not-Ordinarily Resident (NOR)  
(Position Grade FP-8)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Management and Operations Administrative Assistant. The position is located in the Centers for Disease Control and Prevention (CDC) Section and reports to the Centers for Disease Control and Deputy Director.

## **BASIC FUNCTION OF POSITION:**

This position serves under the direct supervision of the Deputy Director. Job Holder is the Locally Employed Staff Operations Manager responsible for overseeing the day-to-day management, administrative and program coordination functions in support of a broad range of agency-funded programs and projects and activities that are implemented by agency program offices, branches or programmatic teams dedicated to CDC Mission. Job Holder is the direct liaison to the Deputy Director, the Country Director, and the Public Health Advisor on all management and operations issues, to include day-to-day administrative management, records and information management, communications, both oral and written, procurement, property inventory, human resources, logistics and travel.

Incumbent has excellent communication skills and the ability to effectively liaise with USG embassy, partners, staff and outside vendors and clients. The incumbent serves as liaison between the Embassy, other agencies and CDC/HQ on general service issues, management of leasing requirements and all other services provided under ICASS. Also, please see appendix C below.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. THIS IS A TERM POSITION FOR ONE YEAR ONLY.**

- 1. Education:** Two years of general coursework studies at university level or two years of office management training post-secondary school is required.
- 2. Experience:** A minimum of 5 years of full-time experience in secretarial and/or administrative support is required. At least two years of which must include experience providing secretarial and administrative support to middle/senior manager of organization. Two years previous experience working with an international organization/in a multi-cultural setting at this level is required.
- 3. English Ability:** Level IV (fluency - speaking/reading/writing English is required; this will be tested).
- 4. Other Criteria:** The incumbents should be knowledgeable in matters relating to protocol and have a thorough knowledge of all aspects of administrative and office logistical support processes, including administrative support for professional staff; and arranging and processing high level secretarial duties. In addition, the job holders should be familiar with CDC and/or US Government administrative policies and procedures. Must have in-depth knowledge of the functions in position and expected to be able to advise other staff in terms of practices. Job holders need a good understanding of how the country works and the key contacts of the Director.
- 5. Other Skills:** The incumbents must possess excellent interpersonal, communication, and organizational skills. Attention to detail as well as the ability to follow-up rigorously to see work products completed through fruition is required. Strong ability to use the Microsoft Office Suite software: Word, Excel, Outlook, Power Point; ability to develop and maintain systems for record-keeping; must be proficient in operating office machines such as copier, shredder and fax and must be proficient with word processing and other office software programs. Should have a minimum typing/word processing speed of 50 words per minute with complete accuracy and be able to take dictation (either through shorthand or speed writing) and have at least a basic numerical ability. Should be able to take high level meeting minutes and maintain the high level of confidentiality required by the position. Must be able to effectively provide good customer service and effectively interact with internal staff and external clients at all levels, including

individuals from diverse cultural backgrounds. Ability to interact with high-level visitors including planning and supporting VIP visits is required. Must be able to work under pressure and adapt to rapidly changing demands.

- 6. Interpersonal skills:** Strong oral and interpersonal relationships with all sections and outside contacts 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. Universal Application for Employment as a Locally Employed Staff or Family Member (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 found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

**SUBMIT APPLICATION TO:**

The Human Resources Section  
(Application for CDC Management & Operations Admin Assistant  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076/022-515-075

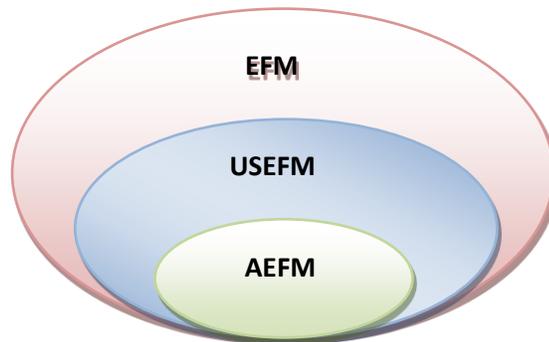
**POINT OF CONTACT:** 099-105-500  
Human Resources Section:

**CLOSING DATE FOR THIS POSITION: November 5, 2015**

The U.S. Mission in Freetown, Sierra Leone 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.

## APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
  - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
- Is not a citizen of the host country; and
  - Does not ordinarily reside (OR, see below) in the host country; and
  - Is not subject to host country employment and tax laws; and
  - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
- Is locally resident; and
  - Has legal, permanent resident status within the host country; and
  - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

## APPENDIX C

### COMPLETE JOB DESCRIPTION - CDC MGT & OPERATIONS ADMIN ASSISTANT

#### Administrative Management

65%

Serve as liaison between the Country Director, Public Health Advisor and/or Deputy Director and individuals in the immediate office and/or subordinate offices, the USG mission in Sierra Leone and other regional missions, Sierra Leone Ministry of Health and Sanitation, United Nations Agencies, NGOs, the general public and other offices.

Direct visitors and callers from academia and/or research institutions, professional societies, foreign health department officials, representatives of private entities, other leading representatives of foreign governments, Regional Representatives of international health organizations such as World Health Organization, and other USG Agency officials (US Embassy, US Agency for International Development, DOD).

Ascertain nature of call and refers callers and visitors to proper party. Take and delivers messages. Personally provide information about the office, its functions and standard operating procedures as well as other routine or procedural information. Determine appropriate action office and sends request to another part of the organization for response. Research and assemble information about the office's programs from files and records to respond to inquiries. Brief the Country Director, Public Health Advisor and/or Deputy Director daily on formal and informal inquiries, providing backup materials personally attained on own initiative in anticipation of need.

Incumbents serve as first point of contact to greet visitors, conducts routine administrative and clerical tasks as assigned by management. Receives and directs incoming calls. Ensures that all visitors are greeted promptly and directed to the appropriate office and/or personnel. Screens telephone calls, letters and/or visitors and answers routine questions and correspondence not requiring supervisor's attention. Provides secretarial support to project staff members by making appointments upon request, handling conference room reservations, photocopying, placing telephone calls and receiving telephone messages. Handles all secretarial duties of the administrative staff at the CDC-Sierra Leone office. Ensures reception area is kept clean and presentable.

Maintain the Country Director and Deputy Director appointment calendar, schedule appointments independently, remind the supervisor of meetings, brief leadership on the subject matter prior to the meeting and makes the administrative arrangements as required. Based on the subject matter of the meetings, notify and coordinate the scheduling of participants, assemble background information for the supervisor without direction, attend meetings, follow up with the participants on action items and report on the meeting's proceedings. Attend and take minutes at relevant meetings upon request of the Country Director/Deputy Director. Compose and distribute weekly minutes of the Office of Director meetings.

Make all necessary arrangements for the Country Director/Deputy Director upon scheduling appointments or attendance at meetings/conferences based on knowledge of their travel preferences. Develop statements of purpose and prepares travel package (including routing to Atlanta home office for appropriate approvals) for Director/Deputy Director. Coordinate with other offices to develop schedule for visits using priorities of Director/Deputy. Ensure that the Director has a brief on the event itself, including who will be there and potential issues that may arise. Coordinate with program offices or other organization offices, on own initiative or as required, to obtain information or speech material for meetings or conferences.

Ensure functions hosted by the supervisor are well planned and coordinated, appropriate guests are invited and financial responsibilities are discharged. Prepare or ensure calendars/agendas for outside officials are appropriately scheduled.

#### Correspondence and Documentation Control

(30%)

Format, edit, revise, proofread and print reports, correspondence, memoranda, technical charts, tables and other materials ranging from routine to complex.

Review incoming and outgoing correspondence for the Country Director/Deputy's action. Screen mail and takes appropriate action by rerouting, personally responding to nontechnical letters, screening for suspense dates, establishing controls and setting follow-up dates for attention. Develop background information, prior to referring correspondence to supervisor, by obtaining information from sources which may be available in only one or a very few places; is specialized and not a matter of widespread knowledge; and is complicated because it is scattered in numerous documents or only in the memories of a few employees. Frequently, the information is obtained orally from a variety of sources. Organize the material for the supervisor and may highlight the most important parts.

Review outgoing correspondence for proper attachments, signatures, clearances and conformance to agency procedures and grammatical aspects. Send official documents to internal and external organization as well as courier express (DHL, FedEx, etc.).

Draft brief letters and memos after receiving general instructions on the subject matter when correspondence relates to non-technical and administrative matters, for example, memos about deadlines or requirements to submit reports. Revise or edit phrases and sentences to improve or correct the meaning or style of material submitted. Revise or composes acknowledgements, commendations, notifications, letters of transmittal, and official social notes for the supervisor's signature. In preparing collaborative replies to correspondence or reports, relay instructions to staff, collect information and coordinate and consolidate submittal of information.

Independently develop and compose correspondence for matters related to CDC Sierra Leone. Review correspondence prepared by the Country Director to assure that it meets all established protocols for formal communications with the local Ministries, UN Agencies, and other local partners. Maintain master files for the Country Director/Deputy Director (contact and mailing lists; distributing mail and other reports as necessary).

Performs Other Duties as assigned by agency. (5%)

**\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**