

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 68-2015

OPEN TO: All Candidates Within the Mission FSN-05, FP-09

POSITION: Mailroom Supervisor

OPENING DATE: October 21, 2015

CLOSING DATE: November 5, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN- 05)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-9)

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 the Mission for the position of Mailroom Supervisor. The position is located in the Information Management Section and reports to the Information Management Officer.

BASIC FUNCTION OF POSITION:

Incumbent operates the post central mailroom, and is charged with the handling and preparing of incoming/outgoing unclassified pouches, mails, and international distribution of unclassified materials. The incumbent also coordinates 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. Serves as FAX/Photostat reproduction clerk, and backup telephone Operator. Maintains the Embassy Telephone Lists. Supervises the work of two mail clerks in the above duties. 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:** Completion of Secondary School required.
- 2. Experience:** Three years of mail handling experience required. One year of the experience must have been in a U.S. agency.
- 3. English Ability:** Level 3 English ability (good working knowledge) is required.
- 4. Other Criteria:** Must have a thorough knowledge of Diplomatic Pouch Mail procedures and familiarity with the relevant website. The incumbent must also have a good working knowledge of the mission's functions, and procedures of all agencies to which mail service is provided.
- 5. Other Skills:** Ability to operate motorcycle and light delivery truck. Must be a holder of both motorcycle and light vehicle class A/B driver's license.
- 6. Interpersonal skills:** Good interpersonal relationships skill to be able to coordinate work with all sections.

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 EFM's 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 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 Mailroom Supervisor)
Embassy of the United States of America
Southridge, Hill Station
Freetown
POINT OF CONTACT: 099-105-500
Human Resources Section:

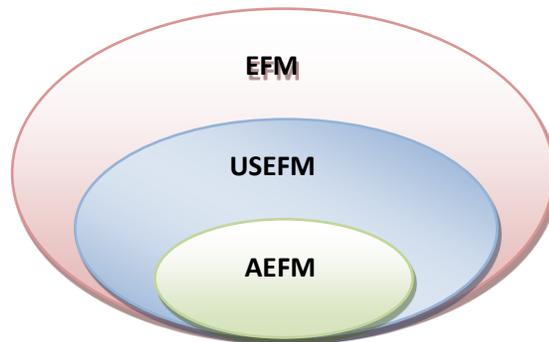
CLOSING DATE FOR THIS POSITION: November 5, 2015

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.

EFGs 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 - SUPERVISORY MAIL CLERK

Supervises two mail clerks in the receiving, sorting and distribution of incoming unclassified mail. Monitors all outgoing mail for proper addressing, preparation and adherence to post and department policy. 10%

Supervises two mail clerks in the preparation of outgoing unclassified pouches. Ensures the accurate logging of incoming and outgoing unclassified pouch correspondence. Disseminates instructions on pouch handling procedures and regulations to both the mail room staff and post personnel. 10%

Supervisor two mail clerks in the receipt and distribution of correspondence to be delivered to locations throughout Freetown via the mail room messenger service. 10 %

Works with mail cargo airlines to ensure satisfactory services, and monitors records on pouch invoices, airway bills and other records received. 20 %

Monitors mail room fax, reproduction, binding and laminating services to ensure compliance with post and department policy. 10%

Trains two mail clerks in the performance of all mail room duties. 10%

Is the Rater for two mail clerks, prepares position descriptions and conducts counseling as necessary or appropriate. Schedules shift telephone operator coverage by mailroom staff during any absence of the Switchboard Operator. 10%

Supervises one telephone operator and schedules shift coverage during any period of absence. 10%

Works with local guard force to ensure that handling policies are observed on all incoming local and international courier correspondence. 5%

Acts as liaison to the Diplomatic Pouch and Mail office to resolve all issues with incoming and outgoing pouch mail, to include policy issues and misrouted correspondence. Briefs all incoming post personnel on mail room services and policies and may occasionally have to drive to Lungi Airport. 10%

Performs other duties as assigned by supervisor. 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.