

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 022-2014

OPEN TO: All Interested Candidates/ All Sources

POSITION: Administrative Assistant, FSN-06/FP-08

OPENING DATE: July 31, 2014

CLOSING DATE: August 15, 2014

WORK HOURS: Full-time; 40 hours/week

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

*Not-Ordinarily Resident (NOR)
(Position Grade FP-08)

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 Administrative Assistant. The position is located in the Public Diplomacy Section and reports to the Public Affairs Officer (PAO).

BASIC FUNCTION OF POSITION:

The employee serves as Office Management Assistant in the Public Affairs Section (PAS) by providing secretarial services to the Public Affairs Officer. The employee also provides clerical support services to other section staff. Maintain cuff account for public affairs programs; monitor the use of funds with Embassy budget office and advise the PAO when funds are needed or low.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the HR Office at American Embassy, Hill Station or visit the website below to obtain a copy of the position description. Please see appendix C.

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 and diploma in secretarial or office management skills. Training in basic accounting or book keeping.
- 2. Experience:** Three years experience in the secretarial, administrative management and clerical fields of which one year should involve work on basic accounting.
- 3. English Ability:** Level III (Good working knowledge) of written and spoken English Language ability is required.
- 4. Other Criteria:** Knowledge of office management procedures. Basic knowledge on accounting or book keeping. Knowledge of Microsoft Word, Outlook, and Excel programs required.
- 5. Other Skills:** Ability to effectively schedule and prioritize work and carry out tasks in an accurate and timely manner. Level II typing ability - a minimum 40 words per minute with accuracy. Must be able to work in a high stress, high volume, production environment. Ability to deal with callers or visitors in a polite and courteous manner. Ability to work effectively with all levels of individuals both from within the embassy and the public. Ability to use hand held radio.
- 6. Interpersonal skills:** Interpersonal relationship with members of Public Affairs office and the entire embassy in coordinating work through positive teamwork collaboration.

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 PAO Administrative Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

POINT OF CONTACT:

Human Resources Section: 076-515-000/079-961-624/078-708-790

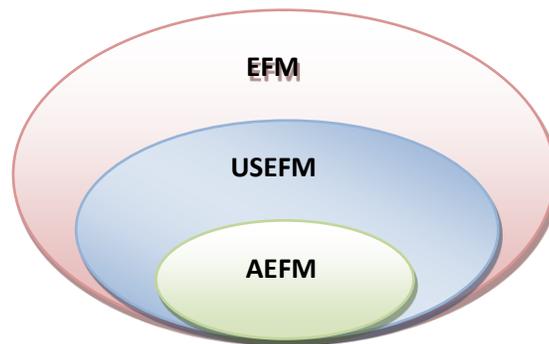
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The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex,

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 - PAO ADMINISTRATIVE ASSISTANT

Office Management: Screens external calls and emails and directs to appropriate office or takes messages as necessary by answering Public Diplomacy office telephone or responding to inquiries from the generic PD inbox promptly and courteously. This assists PD office with providing a positive image of the United States through good customer service. Receives, reviews, sorts, and distributes incoming correspondence as appropriate. Reviews outgoing correspondences and corrects for grammar, punctuation or typographical errors. Drafts letters, internal memos, and invitations as directed, or types from narrative material as required by the Public Affairs Officer.

Secretarial: Manages the Public Affairs Officer's calendar by scheduling appointments and escorting visitors from outside chancery to the department and back. Maintains PD contact list. Compiles guest lists to PD events. Follow up with invitees to check on confirmation of attendance or regrets, adjusting list and advising the PAO as confirmation or regrets are received. Arranges for meetings and seminars as scheduled by the PAO by coordinating use of meeting location, arranging use of PD equipment, inviting audiences, escorting audiences to and from meeting locations, and making them comfortable as necessary. Organizes and maintains PAS central filing system and other information as necessary. Arranges for repair or maintenance of FAX reproduction or other machines in the PD office and photocopier in Library.

Budget: In consultation with PAO and using the relevant strategic plan, prepare the annual PAS fiscal year budget. Maintains cuff accounts for PAS program and representational activities. Coordinates processing of representation claims and vouchers with the Financial Management office. Handles procurement requests for the PD office from request to delivery using Ariba and PD internal tracking system. Liase with procurement office as necessary to ensure timely delivery of purchases. On a biweekly basis, advise the PAO on PD's financial status and spending. Makes requisition for PD office stationary supplies; monitors level of supply stock to avoid shortage of essential items at particular time. Keeps records of staff attendance and leave, and submits time and attendance records for the public diplomacy staff to PAO for approval. Monitors PAS budget and acts as liaison with Budget. Compile PAS generated grants paperwork.

Performs other duties as assigned by Supervisor.

****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.**