

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 14HR-04

May 8, 2014

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All agencies
POSITION: Management Assistant, FP-09
OPENING DATE: May 9, 2014
CLOSING DATE: May 23, 2014
WORK HOURS: Part-time; 20 hours/week

NOTE: ONLY US CITIZEN APPOINTABLE ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Togo is seeking an Eligible Family Member (EFM) for employment in country for the position of Management Assistant in the Management Section.

To apply, please go to: <http://Togo.usembassy.gov/vacancies.html>

BASIC FUNCTION OF POSITION

The position serves as Management Assistant to the Management Officer.

The major duties and responsibilities are pasted at the end of the announcement.

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 school is required.
- 2. Work experience:** Two years prior experience in public or private sector is required.
- 3. Language:** Level IV (fluent) spoken and written English is required.
- 4. Knowledge:** Must be adept in Microsoft Office, including Word, Excel, Powerpoint and be comfortable learning new software suites.
- 5. Skills and abilities:** Must have excellent oral and written communication skills.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a 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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **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: All application documents must be scanned (PDF file) and submit to HROLome@state.gov

CLOSING DATE FOR THIS POSITION: MAY 23, 2014

The U.S. Mission in Lome 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.



Audu M. Besmer
Management Officer

MAJOR DUTIES AND RESPONSIBILITIES

- Assists Facilities Manager as needed. Assists with fuel system (deliveries, and fuel pump).
- Maintains and updates energy use charts in conjunction with Facilities and Budget & Finance sections.
- Assists Procurement Unit Chief as needed. Verifies Blanket Purchase Agreement call billing in Ariba. Maintains spreadsheets for Procurement billing verification. Researches market prices for goods and services online; creates price comparison tables.
- Serves as back-up CLO. Plans events and responds to taskings from Washington, and inquiries from mission community members.
- Reviews and edits various written materials including post profile, post policies, and official allowance surveys.
- Other duties as assigned.