U.S. Embassy, Abu Dhabi ✧ Human Resources Office

VACANCY ANNOUNCEMENT

Administrative Assistant

Announcement Number: V-12-047

OPEN TO:	All Interested Candidates/All Sources
POSITION:	Administrative Assistant, FP-08, FSN-06
OPENING DATE:	July 22, 2012
CLOSING DATE:	August 5, 2012
WORK HOURS:	Full-Time; 40 hours/week
SALARY:	For Not-Ordinarily Resident (NOR): US $35,753.00 per annum (Starting salary) (Position grade FP-08 to be confirmed by Washington) Ordinarily Resident (OR): AED 85,051.00 per annum (Starting salary) (Benefits are paid in addition to salary) (Position Grade: FSN-06)

Note: All applicants who are not Family Members listed on the official orders of USG employees officially assigned to post must be resident in the UAE and have the ability to obtain requisite UAE work permits to be eligible for consideration. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government as well as type of or relationship.

The U.S. Embassy in Abu Dhabi seeking an individual for the position of Administrative Assistant in the Facilities Management Office.

BASIC FUNCTION OF POSITION

The incumbent provides a full range of administrative support to the Facilities Management Office including escorting duties, serves as the primary point of contact for office inquires and handles routine inquires and information requests independently and with good judgment and discretion. Prepares country clearance and other FM cables and provides TDY support - including coordinating hotel reservations and arranging transportation. Administers official and personal telephone bills for the entire FM staff and maintains and submits time and attendance reports and leave records for FM staff. Maintains inventory of FM radios, cell phones and prepaid cell phone cards and provides escort to locally engaged staff and contractors in the CAA space and must be available 24/7 as needed. Provides back-up to the work orders clerk.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Unqualified applicants will not be considered.

EDUCATION:

- At least two years of full time post secondary study is required.

EXPERIENCE:

- Two years experience as an Administrative Assistant or equivalent is required.

LANGUAGE: **(This will be tested)**

- Level IV (Fluent) Speaking/Reading/Writing English is required.

KNOWLEDGE:

- General office/business knowledge. Basic knowledge of embassy operations is required.

SKILLS & ABILITIES:

- Demonstrated computer skills in MS-Office. Good writing, interpersonal and problem resolution skills are required.
- Ability to obtain and maintain a DOS Secret Security Clearance is required.

TO APPLY

- Applications submitted after the closing date will not be considered.
- Applicants must submit a current resume or curriculum vitae in a Microsoft Word or Adobe PDF format.
- Applications exceeding 1 MB will not be accepted.
- Unless specified above, do not provide us with certifications, photographs, or scans of any documentation at this time. Additional documentation may be requested only if the applicant is selected for an interview.
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
- List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- SUBMIT APPLICATION TO:

AbuDhabiRecruitments@state.gov

(Please note **"V-12-047 Administrative Assistant"** in the subject line of the email)

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 Ordinarily Resident employees are ineligible to apply.
3. Currently employed US 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.
4. 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.

DEFINITIONS

1. Eligible Family Member (EFM)

An individual related to a US 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. US Citizen Eligible Family Member (USEFM)

For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US Citizen.

5. Not Ordinarily Resident (NOR)
An individual who:

- Is not a citizen of the UAE; and, Does not ordinarily reside (OR, see below) in the UAE; and,
- Is not subject to UAE employment and tax laws; and,
- Has a US 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 US citizen who:

- Is locally resident; and,
- Has the ability to obtain requisite UAE residency and work permits; and,
- Is subject to UAE employment laws.

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

CLOSING DATE FOR THIS POSITION: August 5, 2012

The US Mission in United Arab Emirates 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.