



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

VACANCY ANNOUNCEMENT **Administrative Management Assistant**

Announcement Number: V-15-058

- OPEN TO:** US Citizen Eligible Family Members (USEFMs) – All agencies
- POSITION:** Administrative Management Assistant, FP-07
- OPENING DATE:** April 19, 2015
- CLOSING DATE:** May 3, 2015
- WORK HOURS:** Full-time position; 40 hours per week
- SALARY:** Not-Ordinarily Resident (NOR): US\$40,665 per annum(Starting salary)
(FP-07 to be confirmed by Washington)

NOTE:

- Only Appointment Eligible Family Members (AEFMs) (as defined below) of U.S. Government Employees assigned to the Mission under Chief of Mission Authority are eligible for consideration.
- A U.S. 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.
- USEFM applicants must be within 30 days of scheduled arrival at post from the closing date of this vacancy announcement to receive consideration because of the urgent requirement to fill this position.

The U.S. Embassy in Abu Dhabi is seeking an individual for the position of Administrative Management Assistant (Position No. 97105005) in the Management Office.

BASIC FUNCTION OF POSITION

The incumbent in this position serves as Office Manager and Assistant to the Management Counselor (MC) and Deputy MC by acting as the first POC for the office and managing a wide array of administrative duties and special projects. The Management Section supports over 32 ICASS customer agencies and offices in both Embassy Abu Dhabi and Consulate General Dubai.

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:

- Completion of High School Diploma is required.

EXPERIENCE:

- At least 2 years' experience as Administrative or Executive Assistant, or management and business equivalent is required.

LANGUAGE: (this will be tested)

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

KNOWLEDGE:

- Must have general business knowledge and good knowledge of the Embassy work structure.

SKILLS & ABILITIES:

- Ability to obtain and maintain a DOS Secret security clearance is required.
- Must have strong interpersonal skills and discretion.
Must have demonstrated skills in MS Office suite, sharePoint and general computer skills including information and database management.

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.**
- SUBMIT APPLICATION TO:

AbuDhabiRecruitments@state.gov

(Please note "V-15-058 Administrative Management Assistant" 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 not eligible 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.
5. The candidate must be able to obtain and hold a DOS Secret security clearance.

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 a local resident; and,
- Has legal, permanent resident status within the host country; 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: May 3, 2015

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.