

MANAGEMENT NOTICE

American Embassy Ouagadougou

NUMBER: 131/2009

Position number: 100618

DATE: October 9, 2009

SUBJECT: VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 36/2009

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant – FSN 08; FP-06*

OPENING DATE: October 13, 2009

CLOSING DATE: October 27, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR):
(Position Grade: FP-6 to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Ouagadougou, Burkina Faso is seeking an individual for the position of Administrative Assistant in the Facility Maintenance Section.

BASIC FUNCTION OF POSITION

Incumbent will provide administrative support for the Facilities Manager and FSN staff in the Facilities maintenance (FM) Section. Directly supports clerical requirements for the administration of the Facilities Manager, Building Engineer, Building Automation Technician, Electrical and Mechanical Sections and Post Occupational Safety and Health Officer (POSHO)

A copy of the complete position description listing all duties and responsibilities is available at <http://ouagadougou.usembassy.gov/jobs.html>, or in the Human Resources Office. Contact:

E-mail: HROuouaga@state.gov

Phone: (226) 50-30-67-23 Ext 4034

Fax: (226) 50-31-23-68

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a. Education

Completion of a two-year college is required. Secretarial Certificate is also required. Completion of a specialized computer education is required.

b. Prior Work Experience Job Knowledge

Three years of clerical experience utilizing computer software is required with one year of experience in a working with an U.S Government agency or with a private sector entity that utilizes the same mythology. Excellent customer service skills, telephone etiquette, and with the dealings of high pace office environment is a requirement.

c. Language Proficiency

English Level III (good working knowledge) – writing and speaking English is required.

French Level III (good working knowledge) - writing and speaking French is required.

d. Job Knowledge

Incumbent is required that she/he has a good knowledge of business correspondence and other applicable instructions and procedures, and office procedures. A general knowledge of technical and engineering terms is desirable but not required.

e. Skills and Abilities

It's required that a level III typing (40 words per minute) is a must. Ability to utilize personal computers (PC) with Windows NT, Windows 2000, Microsoft office software, use of excel spreadsheets and related software applications. Incumbent is required and possess the ability to file and retrieve correspondence and keep records up to date, neat and in a professional manner.

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 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 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.
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. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U.S. Embassy Ouagadougou
Attn: Human Resources Office
602, Avenue Pres Saye Zerbo
01 B.P. 35
Ouagadougou 01, Burkina Faso

POINT OF CONTACT

E-mail: HR0ouaga@state.gov
Phone: (226) 50.30-67-23 Ext 4034
Fax: (226) 50-31-23-68

DEFINITIONS

1. 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:

- a. 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
 - b. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
- Spouse;
 - 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.
3. 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.

4. 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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: OCTOBER 27, 2009

The US Mission in Ouagadougou, Burkina Faso, 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.

Distribution: All Mission Personnel