

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-06

OPEN TO: All Applicants

POSITION: Management Assistant PSA-09; FP-05*

OPENING DATE: March 29, 2007

CLOSING DATE: April 20, 2007

WORK HOURS: Full-time; 50 hours/week for a 3-year agreement

SALARY: *Not Ordinarily Resident:
(Position Grade: FP-05)

*Ordinarily Resident: CFA p.a. 13,035,239 (Starting Salary)
(Position Grade: PSA -09)

NOTE: ORDINARILY RESIDENTS APPLICANTS MUST BE ABLE TO OBTAIN THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY.

The U.S. Embassy in Libreville has an immediate position for a Management Assistant.

BASIC FUNCTION OF POSITION

The incumbent will serve as deputy to the Project Director (PD), having major responsibility for the delivery of effective administrative and logistical support to the OBO Project Office in Libreville. Areas of responsibility include General Services, Financial Management, Program Support to Contractors, Information Resource Management, Administrative Procurement, Personnel, and Communications and Records. The incumbent will play a major role in managing all activities of the OBO Office and supervising the activities of the administrative employees

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

Contact: 76-20-03, ext. 4278.

QUALIFICATIONS REQUIRED

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

1. Bachelor's degree in management, accounting or a related field is required.
2. At least five years of progressively responsible experience in performing and supervising management operations including property management, procurement, contracting and personnel management is required.
3. Level IV (Fluency) Speaking/Reading English and French is required. This will be tested.
4. A thorough knowledge of [local] Government regulations governing all areas of administrative management support operations and an extensive knowledge of procurement, customs/import laws, immigration laws, and the local business community are required.
5. Ability to lead, train and supervise, ability to analyze, conceptualize, negotiate, exercise sound judgment, originate ideas and creative solutions, and handle requests and complaints with patience, diplomacy and sense of humor are required.

SELECTION PROCESS

When equally qualified, U.S. 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. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
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 appointment, 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 or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. 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

Human Resources Office
Attention: HR Assistant
U.S. Embassy, B.P. 4000 Libreville

Or

<http://libreville.usembassy.gov>

POINT OF CONTACT

M. Mory Toure
Telephone: 76-20-03, ext 4278
FAX: 74-55-07

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
 3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
 4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
 5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: APRIL 20, 2007

The U.S. Mission in Gabon 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.