

## JOB OPPORTUNITY NUMBER\_05/07

**OPEN TO:** U.S. Eligible Family Members (EFMs)  
**POSITION:** Office Management Specialist  
**OPENING DATE:** **May 23, 2007**  
**CLOSING DATE:** **June 6, 2007 or until qualified candidate selected**  
**WORK HOURS:** Full-Time 40 hours/week  
**ELIGIBILITY:** U.S. citizen EFMs. Applicants should hold a current Top Secret Clearance or be eligible to obtain one.  
**GRADE LEVEL:** Full performance **Grade FP-07, salary US\$ 31,526 p.a.**

### IMPORTANT NOTICE:

1. The U.S. Embassy in Dakar is seeking U.S. citizens for the positions of Office Management Specialist.
2. The U.S. Embassy will not in any circumstances, be involved in administrative formalities for obtaining work or residency permit for applicants.

**BASIC FUNCTION OF POSITION:** Office Management Specialists are called upon to perform a variety of general office management duties. Their standard duties include but are not limited to the following:

- Perform all administrative and secretarial functions essential to a smooth running of the Section where appointed.
- Exercise good judgment and demonstrate initiative in conducting assigned duties and responsibilities.
- Be able to perform their functions with only minimal guidance and supervision.
- Deliver quality services to different sections within the Mission as instructed.
- Provide conference and visitor support.
- Perform specific tasks and duties inherent to the activities of the employing Section.

**MAJOR DUTIES AND RESPONSIBILITIES:** Perform general routine tasks including drafting, routing and filing cables, memoranda, and other documents/correspondence. Update/monitor Section related materials on Mission Intranet webpage to ensure that it remains appropriate and current. Coordinate with other sections and/or Agencies as necessary to ensure timely receipt and/or dissemination of information required to deal with time sensitive issues in an efficient manner. Create/maintain tools, tickler systems for an efficient tracking and follow up of pending action items. Oversee maintenance work of Section equipment. Perform tasks and projects with a minimum of supervision. Serve as the primary Timekeeper for the Section. Perform full range of office management services for other State Sections to include the Executive Office in the absence of their primary OMS personnel. Perform any other task or special project assigned by the Supervisor.

### **QUALIFICATIONS REQUIRED:**

- **Education:** University required. Six years of office experience may be a substitution.

- **Work Experience:** At least six years experience in an office environment.
- **Languages:** Level 4/4 English. Must have excellent command of written and spoken English.
- **Knowledge:** Strong knowledge of the substantive functions and office program. Knowledge of clerical and administrative processes of the office.
- **Skills and Abilities:** Advance computer skills. Skills in all MS office software applications. Ability to communicate effectively with all levels of personnel, excellent organization skills.

**ADDITIONAL SELECTION CRITERIA:** Management will consider nepotism/conflict of interest, budget, veteran's preference, and visa status in determining successful candidacy.

**TO APPLY:** Interested candidates for this position should submit the following: Application for Federal Employment (SF-171); or a current resume. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum requirements of the position as listed above.

**SUBMIT APPLICATION TO:** Personnel, Dakar with e-mail address: [PersonnelDakar@state.gov](mailto:PersonnelDakar@state.gov)

Please check the Website two weeks after the closing date to have information on whether the position is filled or not.

**Closing date for this position: June 6, 2007**  
**An Equal Opportunity Employer**