

U.S. Mission Niamey

Vacancy Announcement Number: 2016-29

OPEN TO: All Interested Candidates / All Sources

POSITION: Administrative Assistant – OBO Site Security Management

OPENING DATE: August 25, 2016

CLOSING DATE: September 07, 2016

WORK HOURS: Full-time 48 hours/week
This position is a time limited contract not to exceed three years

SALARY: Ordinarily Resident (OR): FSN- 7
Not-Ordinarily Resident (NOR): FP- 7
*Final grade/step for NORs will be determined by Washington.

EMPLOYMENT LENGTH: This position is a time limited contract not to exceed three years

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Niamey, Niger is seeking eligible and qualified applicants for the position of Security Management Assistant in the Overseas Building Operations Office (OBO).

BASIC FUNCTION OF POSITION

Maintain all OBO security field office files, equipment, supplies, and furnishings in order to maintain an efficient and business-like working environment. Manage the OBO Site Security Manager (SSM) calendar of appointments, meetings and reports. Type and process all correspondence, routine and complex, for the OBO SSM field office. Finalize official correspondence to the contractor and local officials in support of the project security program. Coordinate and assist with the drafting and final preparation of all reports made to OBO and Post. Support the OBO certification program of approximately 1,000 or more General Contractor and subcontractor employees. Support the Foreign Service National Investigator with the investigation and vetting process and maintain daily project access rosters. Serve as liaison between OBO and General Services Officer for necessary procurement actions and shipping related issues. Serve as liaison between OBO SSM and the Budget and Fiscal Office for financial matters related to the OBO security field office. Maintain operational budget for the OBO security office under the guidance of the SSM. Employee shall act as an alternate timekeeper for the OBO staff.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below and attach specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION

High School Diploma or host country equivalent and two years post high school study/diploma in secretarial or office management is required.

2. PRIOR WORK EXPERIENCE

At least five years of office management work with at least two years' experience in supervising staff is required. One year related to specialized construction office experience with the U.S. Government is helpful.

OR

High School Diploma or host country equivalent **with** at least seven years of office management work with at least two years' experience in supervising staff is required. One year related to specialized construction office experience with the U.S. Government is helpful.

3. LANGUAGE: Level IV (Fluent) spoken and written English and French are required. **English will be tested.**

4. SKILLS AND ABILITIES: Tact and grace in managing contacts and relationships with contractor personnel, counterparts at Post, OBO colleagues, and members of the local business and government communities. The candidate must have the ability to maintain a complex system of electronic and hard copy files and records. The ability to type 30 words per minute with a minimum of mistakes is essential and will be tested. Must be skilled in managing an office budget and have a working knowledge of a variety of office equipment. **Typing will be tested.**

5. JOB KNOWLEDGE: A thorough knowledge of office management functions, service, procedures and standard information sources is required. Good working knowledge of computer systems, LAN administration, and programs used to support secretarial and cost control functions like Microsoft Office Suite (Outlook, Excel, Word, etc.) are required. **Microsoft office skills will be tested.**

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://Niamey.USEmbassy.gov> or by contacting R/HRO at 20-72-60-61 Ext. 4347.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process.

Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: non-sensitive security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website: <http://Niamey.USEmbassy.gov> or by contacting Human Resources. (See "For Further Information" above);
 1. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.) All applicants must address each selection criterion detailed in the Vacancy Announcement with specific and comprehensive information and supporting documentation for each item. Candidate **MUST** attach copies of supporting documentation for required qualifications to include, but not limited to:
 - a. Copy of two years post high school study/diploma in secretarial or office management is required.
 - b. Work attestations for all relevant work experience.
 - c. Driver's License
 - d. Local Work permit or proof of Nigerien citizenship. ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
 - e. Other as required/designated in Vacancy Announcement.
 - 2.

WHERE TO APPLY:

Human Resources Office

Mailing Address:

BP 11201

E-mail Address:

HRONiamey@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**

- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.