

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: D-08-039

POSITION: HUMAN RESOURCES ASSISTANT, FP-07
OPEN TO: U.S. Citizen Eligible Family Members (USEFMs), All Agencies
OPENING DATE: November 26, 2008
CLOSING DATE: December 10, 2008 or until qualified candidate is selected
WORK HOURS: Full-time position, 40 hours/week **or** Part-time, 20 hours/week
(At Selecting Official's discretion, this position may be filled using a job share; 2 part-time positions/20 hours per week. Please indicate on your application if you prefer full-time/40 hours or part-time/20 hours.)

The U.S. Embassy in Dakar is seeking a candidate for the position of Human Resources Assistant. The position will be located at the U.S. Embassy in Dakar, Senegal.

BASIC DUTIES: Provides HR assistance for US direct hire (USDH) employees. Provides back up support for basic LE Staff issues. Provides administrative support to MGT Officer as needed. Position is sensitive in nature and requires a Top Secret clearance.

NOTE: Top Secret Clearance is required. Applicant must be a U.S. citizen and possess or be able to obtain and maintain a Top Secret security clearance.

QUALIFICATIONS REQUIRED:

Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to meet the requirements established below will result in application be rated not qualified.

Education: High school education is required.

Prior Work Experience: At least two years administrative experience in customer service environment is required.

Language Proficiency: Fluent English (Level IV) is required.

Job Knowledge: Knowledge of US federal employment system. Knowledge of Privacy Act requirements as they relate to personal information.

Skills and Abilities: Must be able to work closely with American and Foreign National employees at various levels up to senior management level. Must use good judgment. Must have excellent customer service skills with ability to work with difficult customers. Ability to balance and prioritize work with minimal supervision is necessary. Typing skills and computer skills (MS Office systems) are required.

SELECTION PROCESS: When equally qualified, USEFMs and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

NOTE: Only short listed candidates will be contacted.

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 (OR) 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 Not Ordinarily Resident (NOR) employees 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.
- (6) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), local job application (available from HR Office), or a current resume/curriculum vitae that provides the same information as the OF-612.
- (2) Letter of motivation addressing the qualification requirements of the position as listed above,
- (3) Additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.
- (4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 to be afforded preference.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office
E-mail Address: PersonnelDakar@state.gov

CLOSING DATE FOR THIS POSITION: December 10, 2008 or until qualified candidate selected

The US Mission in Senegal 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.

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 below) 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.

2. Eligible Family Member (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.
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