

AMERICAN EMBASSY PRETORIA VACANCY ANNOUNCEMENT

VA 09-102

October 20, 2009

Open To: All Interested Candidates

Position: Secretary

Location: Human Resources Office (HRO), Pretoria

Opening: October 20, 2009

Closing: November 3, 2009 (Close of Business)

Work Hours: Full-Time; 40 hours/week

Salary: *Not-Ordinarily Resident: \$32,559 - \$47,813 per annum,
(Position Grade: FP-8) To be determined by Washington

*Ordinarily Resident FSN-6
Basic Salary: R110,163 – R154,229 per annum
Cash Benefits: R20,794 – R24,466 per annum
Non-cash benefits include medical, pension and others where applicable

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS WHO ARE NOT SOUTH AFRICAN CITIZENS MUST HAVE THE REQUIRED WORK AND/OR PERMANENT RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION, AND SUBMIT COPIES WITH APPLICATION.

The U.S. Embassy in Pretoria is seeking an individual for the position of Secretary in the Human Resources Office (HRO).

Basic Function of Position:

The position performs a variety of secretarial, receptionist, and office support duties, including the maintenance of time and attendance records, management of travel for office staff, and preparation of special computer-based reports/spreadsheets.

Qualifications Required:

NOTE: ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. Items 1-6 are ALL REQUIRED

1. Completion of high school (Matric) **plus** post secondary studies in office management or secretarial studies is required.
2. A minimum of two years of secretarial, administrative, or clerical work experience is required.
3. English level IV (fluent) writing/reading/speaking is required.
4. A good foundation in general clerical practices and procedures including filing procedures and systems is required.
5. Must have finely honed interpersonal skills.
6. Must be proficient in the use of all aspects of Microsoft Office Suite. (This will be tested).

Selection Process:

When qualified, Appointment Eligible Family Members (AEFM) and individuals with U.S. Veterans preference will be given preference. Qualified AEFM applicants who also have U.S. Veterans preference will receive the highest preference.

Additional Selection Criteria:

1. Management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful candidacy.
2. Employees currently on probationary status are not eligible to apply.
3. Currently employed AEFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed Not-Ordinarily Residents (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. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment (OF-612); or
3. A current resume or curriculum vitae that provides the same information as an OF-612; plus
4. Candidates who claim U.S. Veteran's preference must provide a copy of their DD-214 with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS THROUGH (you will be required to register on the site first before you can upload your application materials/CV): www.pnet.co.za

Point Of Contact:

Salome Tlhaabye
Telephone: (012) 431-4371

DEFINITIONS: (Please read the following definitions)

1. *Appointment Eligible Family Member (AEFM): U.S. citizen spouse or U.S. citizen child who is at least 18 years of age, is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to post and under Chief of Mission authority. AEFMs must also be resident at sponsoring employee's or uniformed service member's post of assignment abroad, approved safe-haven abroad, or alternate safe-haven abroad, and not be receiving a U.S. government annuity or pension based on a career in the Civil or Foreign Service.
2. *Eligible Family Member (EFM): Family Member at least age 18 years listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to a US Foreign Service post under Chief of Mission Authority who do not meet the definition of AEFM above.
3. *Member of Household (MOH): 1) Is not an AEFM; 2) person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. foreign service post or establishment abroad; 3) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 4) will reside at post with the employee. A MOH is under COM authority and may include a parent, unmarried partner, and 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 U.S. citizen.
4. *Ordinarily Resident (OR): A citizen of South Africa or a citizen of another country who is locally resident in South Africa, has legal permanent resident status within South Africa, is subject to South African employment and tax laws, and has the required work and/or residency permit for employment in South Africa. EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated under the local compensation plan for ORs.
5. *Not-Ordinarily Resident (NOR): A non-South African citizen (U.S. citizen or foreign national) who, although legally resident in South Africa, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under South African law. To be considered Not Ordinarily Resident, applicants must be eligible to work within the U.S. mission without needing a work permit under South African law and not subject to the employment and tax laws of South Africa. They must also be in possession of a U.S. Social Security number and a U.S.-based bank account in their name. Those who do not meet all the requirements to be considered Not-Ordinarily Resident will be hired as Ordinarily Resident.

CLOSING DATE FOR THIS POSITION: November 3, 2009 (Close of Business)

The U.S. Mission in South Africa provides 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 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.