



AMERICAN EMBASSY
KOLONIA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 12-03

OPEN TO: All Interested Candidates

POSITION: Administrative Specialist, LES-10

OPENING DATE: 13-Jan-2012

CLOSING DATE: 03-Feb-2012

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: \$17,258 p.a (starting salary)

POSITION GRADE: LES-10

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kolonia is seeking an individual for the position of Administrative Specialist. This position serves as the Director of Management and Operations/AO for U.S. Peace Corps Micronesia Post located in Pohnpei.

BASIC FUNCTION OF POSITION

The incumbent serves as a Director of Management and Operations managing all aspects of the administrative operations including all Administrative/Financial Management, Budgeting and Budget Management, Volunteer Support, Personnel Management, and Organizational Management and Leadership. He/She is also responsible for all management of imprest fund, properties, equipment, payroll, living allowance, property inventory, and contracts; ensures the maintenance of quality budgetary and accounting operations; provides overall leadership for staffing and management of personnel in the administrative unit; provide administrative support to medical unit, including direct medical support to PC volunteers.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Randy Calvert at (691) 320-2187.

QUALIFICATIONS REQUIRED

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

1. Completion of two years of full-time post secondary study (or the equivalent hours spread across a part-time study period) at college or university.
2. A minimum of 5 year of progressive experience in budgeting, financial management, and administration, or closely related field.
3. The candidate must be able to obtain and hold appropriate security clearance.
4. *Level 4 (Fluency) Speaking/Reading/Writing English is required.*
5. The candidate must have a good understanding of local practices, cross-cultural issues regarding Americans working and living in FSM and Palau.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on

their most recent Employee Performance Report are not eligible to apply.

1. 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.
2. 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 employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
3. The candidate must be able to obtain and hold appropriate security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1 - 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B below for more information); plus
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Management Section

U.S. Embassy
P.O. Box 1286

Kolonia, Pohnpei FM 96941

POINT OF CONTACT

Name: Randy Calvert, Mgt Officer
Telephone: (691) 320-2187
FAX: (691) 320-2186

CLOSING DATE FOR THIS POSITION: 03-Feb-2012

The US Mission in Kolonia, Federated States of Micronesia 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.