

# Vacancy Announcement

**ANNOUNCEMENT NUMBER: V-09-029**

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**DATE:** May 17, 2009

**OPEN TO:** Appointment Eligible Family Members (AEFMs) Only

**POSITION:** Logistician /Administrative Assistant (FP-07)

**OPENING DATE:** May 17, 2009

**CLOSING DATE:** May 31, 2009

**WORK HOURS:** Full-Time

**SALARY:** US\$ 33,817 per annum (FP-07 to be confirmed by Washington)

*NOTE: Only Appointment Eligible Family Members (AEFMs) are eligible for consideration. An AEFM on the orders on the assigned officer can be considered for the position prior to arrival at post.*

The U.S. Embassy in Abu Dhabi is seeking an individual for the position of Logistician /Administrative Assistant in the Engineering Services Center (ESC) Office.

**BASIC FUNCTION OF POSITION:**

Serves as the regional Security Technology Logistics Officer and administrative assistant in ESC Abu Dhabi's region. Has responsibility for overseeing, and executing regional administrative management functions of the Bureau of Diplomatic Security's (DS) technical security logistics functions which operate throughout the Middle East. Maintains Engineering Services Centers (ESC's) and constituent post inventories, records management and carries out inventory reconciliation. Instrumental in the planning and preparation of annual travel budget. Receives, packs and ships equipment and maintains records. Maintains travel records, monitors projects and assists with report preparation. Carries out administrative functions such as time and attendance, memo/telegram preparation and administrative coordination with other Post sections and other Posts. Manages CMMS (Computerized Maintenance Management Systems) and other data base inventories. Prepares E-services transportation and equipment purchase requests. Travel in the region for the purpose of inventory reconciliation and for training purposes is required.

**QUALIFICATIONS REQUIRED:**

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

- ❖ Education: 2 years of college required.
- ❖ Prior Work Experience: A minimum of 3 years Administrative/Clerical experience to include 1-year word processing.
- ❖ Language: English level 4 proficiency required.
- ❖ **Ability to obtain a Top Secret security clearance is mandatory.**
- ❖ Ability to use all common office machines, including but not limited to copiers, typewriter, PC's, and fax. Ability to draft memos/telegrams using MS Word. Able to enter data to MS Excel and MS Access. Able to use MS Outlook, Internet Explorer. Ability to learn office procedures (preparation of time and attendance reports, tracking locators, country clearance and quarterly reports). Tracking office workflow. Ability to obtain a Top Secret security clearance. Ability to lift 15 Kg. Required travel within NEA region. (Oman, Bahrain, Qatar, Kuwait, Saudi Arabia or other Foreign Service posts –not Iraq and not Afghanistan). Able to work comfortably with a diverse staff of various levels of management.

**SELECTION CRITERIA:**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Current employees serving a probationary period are not eligible to apply. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. 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.

**TO APPLY:**

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612 ([http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)) and/or
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:  
AbuDhabiRecruitments@state.gov**

(Please note V-09-029 Admin Assistant/Logistician)

**DEFINITIONS**

1. ***AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:***  
--US citizen;  
--Spouse or dependent who is at least age 18;  
--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;  
--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and  
--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. ***EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.***
3. ***Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.***
4. ***Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.***
5. ***Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.***

**Closing Date for this Position May 31, 2009**

**The US Mission in the UAE is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.**