

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – ACCRA

HR09-014

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

OPEN TO: Appointment-Eligible US Citizen Eligible Family Members (AEFMs)

POSITION: POSTMASTER/COURIER ESCORT

POSITION NO: FMA 97020573

OPENING DATE: March 3, 2009

CLOSING DATE: March 16, 2009

WORK HOURS: Full-time, 40 hours/week

SALARY: *EFM/AEFM/MOH/NOR: Position grade: FP 7 to be confirmed by Washington

LENGTH OF HIRE: Indefinite

The U.S. Embassy in Accra, Ghana, is seeking an individual for the position of a **POSTMASTER/COURIER ESCORT** in the Information Management Office of the Embassy.

BASIC FUNCTION OF POSITION

The incumbent will be responsible for the proper operation of the Diplomatic Pouch Office (DPO), unclassified and classified DOS mail and pouch services. The incumbent manage the Diplomatic Pouch Office including the proper and prompt dispatch of American Embassy Accra Diplomatic Pouch Office mail and unclassified pouches according to schedule. The incumbent prepares commercial carrier dispatch forms (AV-7) for outgoing mail. Inspect and distribute DPO mail. Maintain the Automated Military Postal System (AMPS) database.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

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

1. Complete secondary/high school. In addition, recommended to have at least two years of full-time post secondary study at college or university.
2. Three to Five years experience in customer service, with some management-level responsibility.
3. Level Four (Fluent) in writing, speaking and reading English.
4. Ability to use Microsoft Office applications, especially Word and Excel.
5. Ability to work with minimal supervision.
6. A good planning capabilities as well as be innovative.

SELECTION PROCESS

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.

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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.
5. The candidate must be able to obtain and hold a **Top Secret** security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- 1. Application for U.S. Federal Employment (SF-171 or OF-612); or**
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. **Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the AccraHRO@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. http://ghana.usembassy.gov/job_opportunities.html**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom
American Embassy, Accra
P.O. Box GP 194
Accra

POINT OF CONTACT:

Telephone: 021-741000, 741389

Fax: 021-741627

E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:

http://ghana.usembassy.gov/job_opportunities.html

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 of 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. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 16, 2009

The US Mission in Accra, Ghana, 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.