

JOB VACANCY ANNOUNCEMENT

US EMBASSY, ACCRA

June 11, 2009

Announcement # HR10-022

NOTE 1: 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: All Interested Candidates

POSITION: **WORK ORDER CLERK**

POSITION NO: A52014

OPENING DATE: June 11, 2010

CLOSING DATE: June 25, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident: GH¢8,958 p.a. (Starting salary)
(Position Grade: FSN-5)

*Not-Ordinarily Resident: (Position Grade: FP-9 is confirmed by Washington)

LENGTH OF HIRE: Indefinite

NOTE 2: ALL ORDINARILY RESIDENT APPLICANTS MUST BE ABLE TO ACQUIRE WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of a **WORK ORDER CLERK** in the Facilities Maintenance Section of the Embassy.

BASIC FUNCTION OF POSITION

As a member of the Mission's Facilities Maintenance Section, the incumbent enters information on maintenance work requests, including costs, into a computer database; runs reports from the database; and maintains petty cash fund.

Incumbent processes work orders received in the maintenance unit, enters work order requests into the WebPass system and issues work orders to appropriate sub-sections. He/she provides daily updates on status of all active work orders; reviews completed work orders and file appropriately; updates completed work orders; prints reports of work order status as directed by Facilities Maintenance Section; acts as receptionist for incoming/outgoing calls; performs clerical/typing duties as assigned; and acts as back-up to the Facilities Maintenance Section Secretary.

QUALIFICATIONS REQUIRED

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

1. Minimum academic qualification – Completion of secondary school.
2. Prior clerical/secretarial/administrative training is desirable but not a requirement.
3. Two years prior experience in clerical/office setting is required.
4. Level III (good working knowledge) in written, spoken and reading English and this will be tested.
5. Basic accounting skills are required.
6. Level one (1) typing ability, data entry and computer skills in word, excel and access database which will be tested.

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 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.

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 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/jobopportunities.html>
4. **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, Chancery
American Embassy, Accra
P.O. Box GP 194
Cantonments – Accra

POINT OF CONTACT:

Telephone: 0302-741000, 741389

Fax: 0302-741389

E-mail: AccraHRO@state.gov

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

<http://ghana.usembassy.gov/jobopportunities.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 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 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: June 25, 2010

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.