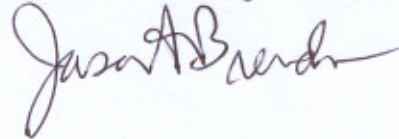


EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Jason Brenden, Management Officer



ANNOUNCEMENT NUMBER: 2007- 71

Open to: All Interested Candidates

Position: Warehouseman, FSN-2*, FP-CC*

Opening Date: November 8, 2007

Closing Date: November 23, 2007

Work Hours: Full-time; 40 hours/week

Salary:

*Ordinarily Resident person: See Definitions
LCP- 11,854,490 FG p.a.
(Position Grade: FSN-2)

*AEFM/EFM/MOH/NOR: See Definitions
US\$ 18,698 p.a. (Starting Salary)
(Position Grade: FP-CC to be confirmed by the Department
of State in Washington)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN GUINEA BEFORE BEING ABLE TO APPLY.

The U.S. Embassy in Conakry is seeking an Ordinarily Resident citizen or individual with the required work permit for employment in country or Eligible Family Member (EFM) for the position of Warehouseman in the General Services Office.

APPLICATIONS WILL ONLY BE RECEIVED ON TUESDAYS AND THURSDAYS FROM 10:00 AM TO 12:00 PM.

A copy of the complete position description listing all the duties and responsibilities is available in the Human Resources Office (ext. 4298/4161/4178).

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

CLOSING DATE FOR THIS POSITION: NOVEMBER 23, 2007

Basic Functions:

Performs manual supply duties.

Major duties and Responsibilities:

Unload incoming containers (20ft. and 40ft.) of supplies, household furniture, and equipment. Open packing boxes or storage crates and breaks down pallets loads. Move supplies and equipment to proper storage areas. Fill requisitions in accordance with instructions, picking items from storage areas, separates, and assembles them, and transport them to the end user. Assist in conducting annual inventories, and in the assembly and delivery of "Welcome Kits". Prepare reports for supervisor's review and builds on customer service. Assist the fuel clerks, expendable, and non-expendable supply clerks, and receiving clerks when needed. Help keep the warehouse clean.

Qualification Required:

- Completion of elementary school is required.
- One year of warehouseman experience or an equivalent combination of warehouseman and laborer experience is required.
- Level II English (limited) speaking/reading/writing is required.
- Must be able to perform moderately heavy work and make heavy lifts.
- Must be able to use a type writer and have basic computer knowledge.

Selection Process:

When equally qualified, Appointment 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:

- Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
- Applicants must be eligible for employment under host government laws and regulations.
- Current employees serving a probationary period are not eligible to apply.
- Employees with less than one year in their current position are not eligible to apply.
- Current employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment days.

- AEFMs must have a minimum of 8 months remaining at post to qualify for consideration.

To Apply:

- Interested candidates for this position should submit the following:
- Application for Federal Employment (OF-612)
- Documentation (e.g., essays, certificates, awards, copies of degrees earned)
- That addresses the minimum requirements of the position as listed above.

Submit Application To:

Human Resources Office
Attention: Management Officer
B.P. 603

Point of Contact:

Receptionist
Telephone: 30-42-08-61/62/63

Definitions:

- **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 that 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 safe haven abroad, or alternate safe haven abroad, and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
- **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.

- **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.
- **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.
- **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.

The US Mission in Guinea 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.