



VACANCY ANNOUNCEMENT
107

Date: 10/8/2012



ANNOUNCEMENT NUMBER: 107

- OPEN TO:** All Interested Candidates.
- POSITION:** Financial/Administrative Assistant,
LES-7⁽¹⁾; FP-7⁽²⁾
- OPENING DATE:** October 8, 2012
- CLOSING DATE:** October 22, 2012
- WORK HOURS:** Full-time; 40 hours/week.
- SALARY:** (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-7, step 1 is L.E. 64,281.
- (2) Actual FP grade and salary will be determined by the US Department of State.

Notes: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

The U.S. Embassy in Cairo is seeking an individual for the position of Financial/Administrative Assistant in the OMC Office.

BASIC FUNCTION OF POSITION

The incumbent serves in dual capacity as both Financial Manager and Administrative Executive for the entire Peace Vector (PV-VII), Security



VACANCY ANNOUNCEMENT 107

Date: 10/8/2012

Assistance Team (SAT). The PV-VII SAT is assigned to the Aviation Division of the US Embassy's Office of Military Cooperation (OMC) and consist of 8 United States Air Force (USAF) personnel and 2 FSN Chauffeurs. In addition to accomplishing assigned financial management and executive administrative responsibilities, the Member also provides continuity and stability for each function which a critical aspect of the job given the number, annual military personnel rotations. Provides a full range of budget activities and administrative assistance to all SAT members. Possesses, full knowledge of overall SAT mission, organizational responsibilities and tasks. Maintains complete working knowledge of SAT Commander's policies and needs for information, operating methods, and views on current issues to daily decision-making and work prioritization. Inspects and monitors the maintenance requirements of the office facilities. Procures from the local economy all items required for office use. Provides the technical translation and assistance to the staff members. Ensures continuity among different administrative sections internal and external to ETSS. The incumbent must be a self-starter who is highly motivated and capable of managing the office and its daily operations in the absence of the administration officer and commander.

QUALIFICATIONS REQUIRED

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

1. Bachelor Degree in Accounting, Finances, Business Administration or Management is required .
2. Three years as Financial Manager and Administrative Executive experience is required.
3. Level IV (Fluency) in English and in Arabic is required.

SELECTION PROCESS

When equally qualified, U.S. 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.



VACANCY ANNOUNCEMENT 107

Date: 10/8/2012

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 U.S. Citizen EFMs who hold an 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. The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html>)
2. Candidates must provide in the application (DS-174) names of family members working in the Mission.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied.
4. (Optional): Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.



VACANCY ANNOUNCEMENT 107

Date: 10/8/2012

SUBMIT APPLICATION TO

Human Resources Office
Attention: Neveen Elias or Lamiaa Hafez
U.S. Embassy, Cairo
8, Kamal El Din Salah Street, Garden City
Email: cairojobs@state.gov

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:

- U.S. 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 U.S. 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 U.S. 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 U.S. 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



VACANCY ANNOUNCEMENT
107

Date: 10/8/2012

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 U.S. 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: October 22, 2012

The US Mission in Cairo 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.