

JOB ANNOUNCEMENT NUMBER: 2010-03A

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: **Administrative Assistant, FP-8, OR FSN-6***

OPENING DATE: February 12, 2010

CLOSING DATE: March 3, 2010

WORK HOURS: **Full time, 40 hours per week**

SALARY: *EFM/MOH/NOR: US\$ 33,390 p.a. (starting salary)
Position Grade: FP-8

*Ordinarily Resident: SF. 81,008 p.a. (Starting salary)
Position Grade: FSN-6

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Serves as the Administrative Assistant and Customer Service liaison with all members of the U.S. Mission in support of maintenance and related building and supply services, as well as liaison with external vendors, contractors, commercial suppliers, and maintenance, fuel and supply companies. Provides office management to the General Services Office (GSO) Officers and Unit Chiefs by managing work orders, coordinating with local contractors and accurately tracking the progress of ongoing projects and work orders. Performs liaison activities with other Mission Offices, employees and other Embassies/Missions in Geneva and private entities as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Providing a full range of administrative, clerical and customer service duties. Receives and distributes incoming work orders and correspondence. Coordinates work orders and follows up on projects as directed by the supervisor. Initiates replies and refers other inquiries to appropriate staff members. Disseminates requests for information from and to other offices and consolidates replies for transmittal to requesting office.
- Acts as liaison with all levels of management as directed and in support of General Service Office (GSO) services. Transmits work orders and/or instructions on behalf of the Section to other sections where appropriate, and follows up to ensure that action has been taken.
- Receives and refers telephone calls and visitors. Answers routine questions from customers.
- Carries out special projects as assigned by the Supervisor.
- Solicits/collects information, suggestions, data and documents pertaining to projects or customer service issues, projects or specific work orders; prepares briefing folders to discussion with Supervisor and GSO team.
- Manages a petty cash fund. Receives requests from office requiring petty cash purchase such as Maintenance and Supply, insures that required funds are set aside.

NOTE: All applicants are instructed to address each item below with specific and comprehensive information supporting each of the criteria.

1. **Education:** Completion of secondary school required.
2. **Experience:** Two years of experience in office procedures, or secretarial work, or as a customer service representative is required. Experience with word processing software and responding to public/phone inquiries is essential.
3. **Language:** Level IV (fluent) speaking/reading English required. Level IV (Fluent) speaking/reading French.
4. **Job Knowledge :** Good working knowledge of standard office practices. Knowledge of standard MS-Office applications is also required. Experience in Excel spreadsheets is required.
5. **Abilities.** Strong organizational and interpersonal skills. Clear sense of priorities with flexibility to adapt to a variety of situations. Ability to communicate clearly to a broad range of internal and external customers and contacts.

SELECTION PROCESS

When equally qualified, Eligible Family Members and **U.S. Veterans** will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Applicants must be eligible for employment under host government laws and regulations and **successful completion of security investigation and valid medical certification.**

TO APPLY

Interested candidates for this position should submit the following:

- A. Application for Federal Employment (SF-171 or OF-612) or LES application form.
- B. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

GenevaHR@state.gov

POINT OF CONTACT:

Telephone: (022 749 44 27) or IVG 493 4427

FAX: (022 749 4091)

email address: GenevaHR@state.gov

***DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children who fall outside the Department's current legal and statutory definition of EFM.
3. 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 permit for employment in country. ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
4. Not-Ordinarily Resident (NOR): A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. US citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

CLOSING DATE FOR THIS POSITION: March 3, 2010
An Equal Opportunity Employer