

U.S. MISSION MOROCCO VACANCY ANNOUNCEMENT

Announcement Number: Casablanca-2018-046

Position Title: Administrative Management Assistant

Opening Period: Monday, November 19, 2018 – Monday, December 10, 2018

Series/Grade: LE - (0105) 8

Salary: (MAD) 244,824 p.a. – (MAD) 244,824 p.a.

For More Info: Human Resources Office: RecruitmentRabat@state.gov

Who May Apply: All interested Candidates /All Sources
For USEFM - FS is 06. Actual FS salary determined by Washington D.C.

Security Clearance Required: Local Security Certification.

Duration Appointment: Indefinite subject to successful completion of probationary period.

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees, <https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees>, before you apply.

Summary: The U.S. Consulate in Casablanca is seeking eligible and qualified applicants for the position of Administrative Management Assistant in the Management Office (MGT).

The work schedule for this position is Full Time (40 hours per week)

Start date: Candidates must be able to begin working within a reasonable period of time (two months) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The incumbent works under the general supervision of the Management Officer (MGT) in the Consulate General Casablanca. S/he assists the MGT Officer on all HR matter, including but not limited to, Performance Evaluation/Training, Awards, Recruitment, Position Classification Management, and Pay Administration/Records ...etc.). The incumbent has no direct supervisory responsibility over staff.

Qualifications and Evaluations

Education: A bachelor's degree in Human Resources or Business Administration is required.

Requirements:

Experience: Five years of progressively responsible experience in the HR field is required.

OR

Education: Two years of college or university studies, in general coursework is required.

Experience: Seven years of progressively responsible experience in the HR field is required.

JOB KNOWLEDGE:

- Must have a good working knowledge of human resources concepts and principals, host country local social security regulations.
- Must have a good understanding of HR regulations, local or international and prevailing practice in country.

Evaluations:

Language: Level IV (fluency) Speaking, Reading, Writing English, Arabic, and French is required. (English will be tested)

SKILLS AND ABILITIES:

- Must have excellent organizational skills to manage a number of competing tasks.
- Must have good customer service and interpersonal skills in dealing with a wide variety of clients.
- Must have good public relations and presentation skills.
- Must have good working knowledge of word processing, spreadsheets, databases, e-mail software.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Morocco may receive a compensation package that includes allowances, competitive bonus and benefits. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service

member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available on [US MISSION MOROCCO](#).

To apply:

- a) **Mailing Address:** Human Resources Office
Attention: Vacancy Announcement 18-046
Address: Km 5.7, Avenue Mohammed VI, Souissi, Rabat 10170
- b) **E-mail Address:** RecruitmentRabat@state.gov

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Residency and/or Work Permit
- CIN copy
- A bachelor's degree in Human Resources or Business Administration
- Two years of college or university studies, in general coursework is required

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Consulate in Casablanca, Morocco.