



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 18-005

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-0105-07, DLA/OBO-008
(Personal Services Agreement)

OPENING DATE: February 13, 2018

CLOSING DATE: February 27, 2018

WORK HOURS: Full-time; 40 hours/week

LENGTH OF HIRE: **Fixed Term - 3 Years**

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-07
Ordinarily Resident (OR) - Grade: FSN-07*
*Starting salary will be determined on the basis of qualifications
and experience, and/or salary history.

ALL NOT ORDINARILY RESIDENT (NOR) APPLICANTS (See Definitions) MUST ATTACH THE REQUIRED WORK PERMIT-VISA, RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (Applications that do not provide the required documentation will not be considered)

The U.S. Embassy in New Delhi is seeking eligible and qualified applicants for the position of Administrative Assistant in the Overseas Building Operations (OBO) Office.

Applicants must apply on the Universal Application for Employment (UAE) DS-174 form. Applications not completed on the DS-174 form will not be accepted. (Refer to application procedure below).

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTIONS OF POSITION

The incumbent furnishes a wide range of administrative assistance to the OBO Project Director (PD), Construction Manager (CM) and other OBO management staff for the several hundred million dollar NEC New Delhi project. The incumbent shall be capable of working independently and administers OBO's resources, assists the PD on activities related to finance, procurement and supplies, computer network, shipping and travel, personnel, maintenance management for residential and official furnishings and management of OBO properties. Supervise OBO driver/chauffeur and monitors the contractor's maintenance team. Assist with budget preparation and provides guidance, suggestions, and advice to OBO PD and OBO management staff on all budget matters including procurement, quotations, cost, and quality assurance. Monitor day-to-day work schedules of all OBO locally employed staff. Draft official correspondence to both the contractor, as well as the local government authorities, to support the construction of the new U.S. Consulate as well as coordinate and assists with the preparation of all field office reports made to the Embassy and OBO management. Administer time and attendance to the post. Perform other duties as assigned.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Successful completion of two years of college studies is required.
(Indicate completion / non completion by checking Yes /No under the education requirement item no. 18 Did you graduate on the form DS-174 (This question is to know if you have completed class-X, XII or any other degree/vocational courses, also specify the name of course and subjects for each qualification you possess.)
2. Three years' of office management and administrative work experience; out of which one year of work experience in a specialized construction office environment is required.
(Elaborate job responsibilities under item no. 20 (a/b/c/d) on the form DS-174. You may also attach additional sheets in case you would like to provide any further information/details.)
3. Level III (Good working knowledge) in English (speaking/reading/writing) and in Hindi (speaking/reading) is required.
(When applying for the position, please indicate your level of proficiency for these languages in item no. 19 on the form DS-174. This language ability will be tested.)
4. Good working knowledge of MS office applications.
(Indicate your computer proficiency level basic/intermediate/advanced) under item no. 21 on the form DS-174 for each computer application listed on the vacancy announcement.)

Following are the mandatory requirements/pre-requisites for employment with U.S. Embassy, New Delhi. Each applicant is required to provide these documents and applications for each

position you are interested in. Applications which do not provide the following supporting documents will not be accepted:

1. **Eligibility to work in India (Applicable to all nationals including host country nationals):**
Please attach a copy (**please do not attach original documents**) of any one of the document that confirms your legal eligibility to work in India (for example: Work Permit, Residency Permit, Overseas Citizen of India (OCI), Person of Indian Origin (PIO) copy of passport, PAN Card, Voter's ID, Adhaar Card, Valid Driving License, etc.).
2. **Educational Documents:** Please attach copies of school certificates/Degree/Diploma courses or any other required course certificates as listed on the vacancy announcement.
3. **Trainings / Certificates / Computer or any other academic course:** Any Skilled or Semi-Skilled trainings/courses undertaken and completed as required on the vacancy announcement.
4. **Other documents:** Please attach any other document (e.g. licenses/Certification) if requested above under qualifications required section.

For Further Information: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to NewDelhiVacancies@State.gov.

HIRING PREFERENCE SELECTION PROCESS: When qualified, 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**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

****** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security certification and medical clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website [https://UniversalApplicationForEmployment\(UAE\)\(Form-DS-174\)](https://UniversalApplicationForEmployment(UAE)(Form-DS-174)) or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. degrees, transcripts, language test scores, typing test scores, work and/or residency permits, etc.)

WHERE TO APPLY:

Human Resources Office Recruitment Team
Mailing Address: Human Resources Office (Recruitment Team), U.S. Embassy,
New Delhi- 110021
Fax Number: 2419-8056
E-mail Address: NewDelhiVacancies@State.gov.

Please insert **18-005** (Vacancy Announcement Number) in the Subject of the E-mail NewDelhiVacancies@State.gov. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

To save paper and ink HR has taken an initiative and we need your cooperation to make it a success. We request you to submit an electronic application. Applications submitted in hard

copy or via fax will also be considered however, submitting an electronic application is preferable.

The electronic version of application could be Word File or a PDF version (hand filled scanned copy) from your email address to NewDelhiVacancies@State.gov .

EQUAL EMPLOYMENT OPPORTUNITY: *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. 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.*

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson,

stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR): An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR): An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.