

# AMERICAN EMBASSY NAIROBI VACANCY ANNOUNCEMENT

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VA-06-10

October 26, 2009

**Open to:** All Interested Candidates  
**Position:** Administrative Clerk (Travel)  
**Opening:** November 2, 2009  
**Closing:** November 16, 2009  
**Work Hours:** Full-time; 40 hours/week  
**Salary:** Not-Ordinarily Resident: Position Grade: FP-8  
Ordinarily Resident: Position Grade: FSN-105-6  
(A higher step and salary may be granted based on superior qualifications).

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE  
REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING  
EMPLOYMENT IN COUNTRY PRIOR TO APPLYING FOR THIS POSITION.**

The Centers for Disease Control and Prevention (CDC) Kenya has an opening in Nairobi for the position of an Administrative Clerk (Travel). The position will be available immediately.

**Basic Function:**

The incumbent will report to the CDC Kenya Administrative Assistant (Travel) and assists with processing CDC Kenya travel documents. Provides administrative support for travel logistics including arranging flight and hotel reservations, preparing travel requests and orders, amendments to travel orders and filing prepared claims. Serves as the back up time and attendance clerk for all CDC Locally Employed Staff.

A copy of the complete position description listing all duties and responsibilities as well as the application for employment form is available in the Human Resources Office. Contact HR Office on 363-6091.

## **Qualifications Required:**

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

- ◇ Completion of high school is required and a Diploma in Secretarial Studies is also required.
- ◇ Three (3) years experience of clerical work and office administrative duties is required.
- ◇ Level IV (Fluent) English ability and Level III Kiswahili ability are required.
- ◇ Must have standard knowledge of administrative, secretarial, and clerical office procedures.
- ◇ Must have computer skills in word processing and spreadsheet program.
- ◇ Must be able to type 35 - 40 WPM

## **Selection Process:**

**WHEN EQUALLY QUALIFIED, U.S. CITIZEN ELIGIBLE FAMILY MEMBER (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:**

- ◇ Applicants must be eligible for appointment under host government laws and regulations.
- ◇ Current employees serving a probationary period are not eligible to apply.
- ◇ Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- ◇ 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.
- ◇ Management will consider nepotism/conflict of interest, budget, and visa status in determining candidacy.
- ◇ Applicants must be available for an interview and for proficiency testing as required by the selecting official. If the applicant has not been contacted within two weeks after the closing date, please call the Embassy Human Resources Office at 363-6091.

## **To Apply:**

Interested candidates for this position should submit the following to the Human Resources Office, P. O. Box 606 Village Market, 00621 Nairobi, Kenya.

- **Application for Employment Form:** The application form (<http://nairobi.usembassy.gov/root/pdfs/empform.pdf>) must be completed; please also include a detailed Resume or CV explaining your specific experience for each qualification/requirement of the position.
- **Required documentation:** Any degrees/diplomas, high school certificate, valid driver's license, etc. that addresses a specific qualification required for the position. **(If you do not include this supporting documentation, your application will not be considered.)**

## DEFINITIONS

**1. AEFM:** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment or a temporary appointment, provided that all of the following criteria are met:

- U.S. citizen; and
- Spouse or the same sex domestic partner as defined in 3 FAM 1610 of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign or Civil Service or uniformed services member who is permanently assigned to or stationed abroad at a U.S. Mission or at an office of the American Institute in Taiwan, and who is under the chief-of mission authority; and
- Residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan; and
- Does not receive a USG retirement annuity or pension based on a career in the US Civil, Foreign or uniformed services.

**2. EFM:** Family Members at least 18 years of age listed on the travel orders of a direct-hire Foreign or 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.

**3. 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.

**4. Member of Household (MOH):** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen direct-hire Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. mission or at an office of the American Institute in Taiwan, and who is under the chief-of-mission authority; 2) Has been declared by the sponsoring U.S. government employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

**5. Ordinarily Resident (OR):** A foreign national or U.S. citizen who:

- (1) Is a local resident; and
- (2) Has legal, permanent resident status within the host country; and
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).