

**EMBASSY OF THE UNITED STATES OF AMERICA
BANDAR SERI BEGAWAN**

ANNOUNCEMENT NUMBER: 13-2010

OPEN TO: All Interested Candidates
POSITION: RSO Office Management Assistant
CLOSING DATE: January 7, 2011
WORK HOURS: Part-time: 30 hours/week
LENGTH OF HIRE: Temporary position: Approximately 12 months

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

The U.S. Embassy in Bandar Seri Begawan is seeking an individual for the position of RSO Office Management Assistant in the Regional Security Office. The duties of this position will be performed at the U.S. Embassy in Bandar Seri Begawan.

BASIC FUNCTION OF POSITION

Incumbent furnishes a wide range of administrative assistance to the Regional Security Officer. He/she monitors the budget, processes visitors, manage the ID badge and coordinate training courses.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 238-4616.

QUALIFICATIONS REQUIRED

1. A high school diploma is required.
2. At least 2 years of office management and/or security-related position or general office environment experience is required.
3. Level IV (Fluent) English in reading/speaking/writing are required.
4. Must be proficient in the use of Microsoft Office.
5. Must be able to work independently and must be motivated to work under pressure and adhere to tight deadlines.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.
6. Must also be able to obtain and hold a Top Secret security clearance. Therefore only American citizens will be considered for this vacancy.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US

Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Human Resources Office
Embassy of the United States of America
Attention: Human Resources Department
P.O. Box 2991
Bandar Seri Begawan BS8675

OR

Human Resources Office
Embassy of the United States of America
Spg. 336-52-16-9
Jalan Kebangsaan BC4115
Negara Brunei Darussalam

POINT OF CONTACT

Name: Wong Sui Foon
Telephone: 238-4616 extension 2133

CLOSING DATE FOR THIS POSITION: January 7, 2010

The US Mission in Bandar Seri Begawan 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.