

AMERICAN CONSULATE GENERAL, CHENNAI, INDIA

U.S. Mission: CHENNAI, INDIA

Announcement Number: CHE-PSAP-2018-10

Position Title: Administrative Management Assistant

Opening Period: June 12, 2018 – June 26, 2018

Series/Position#/Grade: 0105/ MLA-702004/ FSN-07

Salary: Rs. 561,208 (annual salary)

For More Info: Human Resources Office

Mailing Address: Human Resources Office (Recruitment Team)

220 Anna Salai, Chennai – 600 002.

E-mail Address: <u>Chennai-Vacancies@state.gov</u>

Who May Apply: All Interested Applicants / All Sources

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 <u>Eight (8) Qualities of</u> Overseas Employees before you apply.

Summary: The U.S. Mission in Chennai is seeking eligible and qualified applicants for the position of Administrative Management Assistant in the Public Affairs Section.

The work schedule for this position: Full Time; 40 hours per week

Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks –12 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties

Serves as Public Affairs Section's (PAS) administrative and management expert, and also as assistant to the Public Affairs Officer (PAO) in a mid-size post comprising three states and a union territory. Under minimal supervision, maintains PAS financial and program planning documents and calendars. Advises the PAO and all PAS staff on admin procedures and protocols. Serves as liaison with all sections of post Management. Assists in maintaining very high level contacts of the PAO. Supports visiting USG officials/officers and VIPs as required. Maintains section's organizational chart and phone tree.

Qualifications and Evaluation

Education:

Completion of Bachelor's degree in any of these disciplines is required: Science/Commerce/Finance/Accounting/Humanities/Business Administration (BBA) or Computer Applications (BCA) is required.

Requirement:

- Minimum three years of responsible secretarial or closely related experience with top level executive in a large business or government office.
- English Level IV in speaking, reading, writing [Fluent]
- Tamil Level III in speaking, reading, writing [Good working knowledge].

Evaluations: Good working knowledge in Microsoft Office and Outlook.

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.

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 reemployment rights back to their agency or bureau.

ADDITIONAL EMPLOYMENT CONSIDERATIONS INCLUDE, BUT ARE NOT LIMITED TO CONFLICTS OF INTEREST, NEPOTISM, BUDGET, RESIDENCY STATUS, ETC.:

- 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. The candidate must be able to obtain and hold a local security certification and medical clearance.

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: Applicants must submit a Universal Application for Employment (DS-174), which is available on our website https://in.usembassy.gov/wp-content/uploads/sites/71/ds174-updatedApril272918.pdf or by contacting Human Resources. (See "For Further Information" above). Applicants should electronically (or otherwise) submit the documents listed below along with the DS-174.

WHERE TO APPLY:

Human Resources Office Recruitment Team

Mailing Address: Human Resources Office (Recruitment Team), U.S. Consulate,

220 Anna Salai, Chennai – 600 002

E-mail Address: Chennai-Vacancies@state.gov

Please insert CHE-PSAP-2018-09 (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

Mandatory/Required Documents: Please provide the required documentation listed below with your application DS-174:

- DS-174
- Are you a U.S. citizen (Yes/No)
- Copy of Orders/Assignment Notification (or equivalent)
- Residency and/or Work Permit 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), PAN Card, Voter's ID, Adhaar Card or equivalent).
- Passport copy
- **Degree** (not transcript)
- Degree with transcript
- **Language Scores** (if available)
- Driver's License
- Certificate or License
- **DD-214** Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- **SF-50** (if applicable)
- Letter(s) of recommendation
- List of references

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. To request the position description, kindly send an email to Chennai-Vacancies@state.gov

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding and your interest in working at the U.S. Consulate in Chennai.