

**Mauritania**  
**Department - Embassy Nouakchott (AF MRTNO)**  
**Announcement Number: Nouakchott-2022-033**

**Vacancy Announcement**

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**Position Title:** Administrative Clerk- EFM Security Escort US Eligible Family Members (EFMs) - All Agencies RA1

**Open Period:** 2022-07-15 - 2023-09-30 GMT

**Series/Grade:** FP-0105-BB/BB

**Salary:** USD \$24,216 TO USD \$24,216

**Promotion Potential:** BB

**Supervisory Position:** Yes

**Security Clearance Required:** Top Secret

**Duty Locations:** vacancies in Nouakchott, MR

**Relocation Expenses Reimbursed:** No

**Work Schedules:** Full-time

**Work Schedule Details:**

**Appointment Type:** 4 Term appt, NTE 4 yrs

**Appointment Type Details:** Definite not to Exceed 4 years

**Drug Test Required:** No

**Additional Information**

Summary:

We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

The work schedule for this position is:

Full Time 40 hours per week

Start date: Candidate must be able to begin working within a reasonable period of time 2 weeks of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Duties:

Escort non-cleared personnel into Controlled Access Area (CAA) or adjacent spaces. Incumbent watches the movement of all non-cleared personnel, inspects their tools and materials to ensure that the integrity of classified information in the Embassy is safe. Position is supervised by the Facility Manager.

Supervise the contractor's work and report any problem/deficiency to USDH supervisor. May be called upon in support of VIP visits performing various duties to include, but not limited to, escorting VIPs, and security oversight.

Pick up the contractor's personnel at the main entrance of the chancery, escort them to the job site, remain with them at all times and escort them

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out.

Must have the ability and maintain Top Secret Security Clearance.

TravelRequired: Not Required

Selected Hiring Paths:

PUBLIC

Clarification from the Agency:

U.S. Citizen Eligible Family Members (USEFMs) - All Agencies

Requirements:

Experience: One year of general work experience in an office, management or security related environment is required.

Job Knowledge: Must have general administrative/clerical experience and demonstrated good interpersonal skills.

Qualifications:

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

Education Requirements:

Completion of secondary school is required.

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:

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AEFM / USEFM who is a preference-eligible U.S. Veteran\*

AEFM / USEFM

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.

How You Will Be Evaluated:

Language: Level 3 English (good working knowledge, reading/speaking/writing) is required. Language skills may be tested.

Skills and Abilities : Basic keyboard skills and computer literacy are required. Must be observant, flexible and service oriented. Must be able to perform duties including prolonged periods of standing/walking and somewhat physically demanding activities to include climbing, working in cramped spaces and at time working in inclement weather.

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.

Required Documents:

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In order to qualify based on education, you MUST submit the requested diploma and / or transcripts as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.

Copy of Orders/Assignment Notification (or equivalent)

Degree (not transcript)

DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

SF-50 (if applicable)

Agency Benefits:

How to Apply:

All candidates must be able to obtain and hold a Top Secret clearance.

To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site <https://mr.usembassy.gov/>.

Next Steps:

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. Mission in Nouakchott-Mauritania.

Locally Employed Staff, including Members of Household (MOHs), and Third-Country

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Nationals (TCNs), working at the U.S. Mission in Nouakchott-Mauritania may receive a compensation package that may include health, separation, and other benefits.

For EFMs, 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.

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

Please make sure that you have attached your resume. You will be disqualified from consideration if your resume has not been submitted before this vacancy closes.

Please remember to send all supporting documentation to the HR office for proper consideration.

Thank you for your interest in working for Mauritania

I certify that, to the best of my knowledge and belief, all of the information on and

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attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for separation/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.

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Applicant's Signature

Date Application Completed

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Applicant's Name Printed