



ADMINISTRATIVE ASSISTANT

An opportunity is available to work as an Administrative Assistant within the Management Section at the U.S. Consulate, Perth.

Salary: A\$67,635 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of Secondary School (Year 12) is required.
2. Two years' experience in a general office administrative role with experience dealing with the public in response to requests and inquiries, as well as cash handling experience is required.
3. Level 4 (Good Working Knowledge) written and spoken English is required. This may be tested.
4. Basic level of competency with Microsoft Office Suite, with the ability to type 40 wpm is required. This may be tested.
5. A current driver's license that enables the individual to legally drive in Australia is required. Please provide a copy.

For instructions on how to apply please refer to the Employment Opportunities section on our website: <http://canberra.usembassy.gov>

Forward letter, response to the selection criteria, and resume to the Human Resources Office Perth, via email to: PerthHR@state.gov by July 8, 2016

Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted.

Duties and Responsibilities Statement

POSITION TITLE: ADMINISTRATIVE ASSISTANT

**POSITION GRADE LE- 7
(STARTING SALARY A\$67,635)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

As the Class B Cashier, the incumbent is responsible for conducting all of post's financial transactions. Specifically, this includes controlling post funds, administering all cash documentation and reconciling all cashing activities. The incumbent is required to assist with planning travel and coordinating representational functions and visit programs of US dignitaries and other visitors. The incumbent is post's primary point of contact regarding all post travel arrangements, providing guidance on regulations and assistance with reservations and is post's e2 Solutions subject matter expert. The incumbent is designated as a travel arranger for all Consulate staff. Incumbent holds a purchase card for event-related purchases.

Incumbent will handle a large volume of administrative and record keeping activities for the Management Section, including management of our Cab Charge account, and including the daily review of unclassified cables, alerting the Management Officer of upcoming action items, and recommending work priorities for the section.

Major Duties and Responsibilities

Class B Cashier 30%
Events Management, Visit and Travel Support 20%
Switchboard 10%
Purchase Card/Cab Charge 5%
Management Office Administration 30%
Back up duties 5%

A. Class B Cashier 30%

As the Class B Cashier, the incumbent maintains and is personally accountable for an advance of US\$7,500. The incumbent manages the flow of cash for post, performs all cashier functions and is responsible for the physical security of the cash. The Class B Cashier Manages the consulate's advance, collections and payments, to assure required amounts of funds in the correct operating currencies are available, as needed.

The incumbent provides Accommodation exchange services to U.S. officers at the day's rate, as provided by FSC Charleston, up to the maximum limit of USD\$10,000 per officer, per week in cash, or by EFT transfer. The incumbent receives records and deposits. Receives all collections, including Consular and MRV fees, ACS payments, outstanding travel balances, personal telephone calls, SDA, proceeds of GSO disposal sales. Processes all general receipts (OF 158), assuring proper accounting and fiscal data in the COAST Cashiering system. Makes weekly deposits of amounts collected, cashed checks and reimburses Post's expenses, to reduce replenishment

check requests. Processes collections in both currencies, clearing checks and depositing cash with USDO Bangkok and U.S. Embassy Canberra.

As the Class B Cashier, the incumbent receives all petty cash expense claims at post. The incumbent obtains obligation approval and fiscal data from FMC Canberra and processes all approved Petty Cash vouchers in the COAST Cashiering system, dispersing approved funds to claimants and ensuring payments over \$500.00 are transacted by purchase order. The incumbent reviews all requests for emergency cash payments to assure regulations are being followed.

Reviews ACDC.013 reports from FSC Bangkok at least twice weekly, and processes them through COAST to reconcile files. Performs daily informal cash reconciliations, and prepares monthly cashier accountability and reconciliation reports.

The Class B Cashier trains and provides technical guidance and assistance to the alternate Class B Cashier and Consular sub-cashiers. Incumbent may be required to provide cashier support for VIP visits to Perth or Perth's Consular District.

Event Management, Travel & Visit Support 20%

The incumbent is post's e2 Solutions subject matter expert and is designated as a travel arranger for all Consulate staff.

The incumbent is responsible for the provision of logistical support for VIP visits, conferences and workshops to Perth and the Perth Consular district. This may include arranging hotel reservations, conference registrations, coordinating arrivals and departures, assisting with the setup, break down and staffing of control rooms and the delivery of supplies. The incumbent is responsible for maintaining working-level contacts with hotels and vendors, and may support VIP visits in particular, by arranging dinners and tourist excursions, drafting schedules and setting up meetings.

The incumbent takes the lead role in the coordination of Perth's Fourth of July celebration which includes but is not limited to researching appropriate venues, liaising with the selected venue, and overseeing the preparation of the guest lists, invitation and attendance lists, and name tags and conference handouts and materials.

Maintains the Consular District hotel contacts information in the Management Contacts Database and updates the hotel rates information annually.

Maintains post's range of "Welcome to" brochures, prepared for each state in the consular district. Also creates and maintains any post information rosters, such as current telephone lists, staff biographies, and other general report information products.

Switchboard 10%

Serves as Post's receptionist, switchboard and communications operator during hours that are not covered by Embassy Canberra.

Management Office Administration 30%

General Clerical

The incumbent is responsible for preparing routine memos, letters, general correspondence and Diplomatic Notes for the Management Officer, as requested. Will also be responsible for the drafting and editing any Management section newsletters. The incumbent is responsible for both electronic and general file maintenance, general administration and standard operating procedures, specifically related to their position and the management section, as needed. Required to monitor all cables, Management Notices, Management Memorandums and make recommendations for needed actions at post to comply with any deadlines, under the guidance of the Management Officer. S/He may be required to investigate issues and prepare data points or reports, as appropriate, as requested by the Management Officer.

Management Supplies

Attends to office stationery supply, maintaining a "just-in-time" limited on-hand stock and ordering other items as required. Works with suppliers to achieve competitive prices and timely delivery of items. Assists with the procurement of other office items as required.

Surveys and Reports

Is responsible for routine management reports. These include the ICASS (International Cooperative Administrative Support Services) statistics. Coordinates other Post projects, such as "Schools Information Report", Hotel & Restaurant survey. Maintains the TREES database and prepares reports as required.

The incumbent will be required to drive USG vehicles for official purposes.

Purchase Card/Cab Charge Holder 5%

Serves as a Government Purchase Cardholder, with a single purchase limit of USD \$3,500; total expenditure authorization of USD\$50,000 per month. Makes approved/authorized purchases as required within single purchase limit and monthly funding ceiling allocation amount. Enters procurement request details for each transaction into the Integrated Logistics Management System (ILMS) ARIBA database for approval. Resolves any transaction disputes or discrepancies in a timely manner. Reconciles Citibank purchase card statements on a monthly basis within 5 days of receipt. Forwards reconciled statements and supporting documentation to Approving Official for review and approval. Maintains a copy for the file. Undertakes purchase card refresher training every 2 years or as required.

Manages the Consulate's CabCharge account, issuing CabCharge vouchers as authorized and reconciling usage on a monthly basis.

Back Up Duties 5%

The incumbent serves as the backup for HR and Win T&A services for the Human Resources Assistant (position A54221).

Note: *This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.*

QUALIFICATIONS REQUIRED

All applicants **must** address each selection criterion detailed 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. Completion of Secondary School (Year 12) is required.
2. Two years' experience in a general office administrative role with experience dealing with the public in response to requests and inquiries, as well as cash handling experience is required.
3. Level 4 (Good Working Knowledge) written and spoken English is required. This may be tested.
4. Basic level of competency with Microsoft Office Suite, with the ability to type 40 wpm is required. This may be tested.
5. A current driver's license that enables the individual to legally drive in Australia is required. Please provide a copy.

FOR FURTHER INFORMATION

The complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office, Perth. Contact Claire Brain at (08) 6144-5121.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the selection criteria above in the application.

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, conflict 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 Sensitive But Unclassified security clearance.
5. Candidates who are EFMs, USEFMs, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position at the time of the announcement closing.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential qualifications required of the job advertisement will receive further consideration for the position. Your job application **must** consist of the following documents:

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

- ✓ Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above):
- ✓ A current resume or curriculum vitae and;
- ✓ A document addressing the qualifications required with specific and comprehensive information supporting each item.

*NOTE: You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential qualifications required on the job advertisement will receive consideration for the position.*

- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT WITH ONE YEAR WORK APPROVAL TO BE ELIGIBLE FOR CONSIDERATION.

WHERE TO APPLY TO

Human Resources Office Perth
POC: Claire Brain
Email: PerthHR@state.gov

Only electronic applications can be accepted.

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