



## U.S. Mission, Dili

**U.S. Mission** Dili

**Announcement Number:** Dili-2021-01

**Position Title:** Administrative Clerk

**Opening Period:** February 4 – 26, 2021

**Series/Grade:** FSN-105-6

**Salary:** \$8,708.00/annum

**For More Info:** Human Resources Office:  
E-mail Address: [DiliHRRecruiting@state.gov](mailto:DiliHRRecruiting@state.gov)

**Who May Apply:** For USEFM – FP-8 Actual FP salary determined by Washington, DC.

- All Interested Applicants / All Sources.

**Security Clearance Required:** Local Security Certification /All Sources

**Duration Appointment:** Indefinite subject to successful completion of probationary period.

**Marketing Statement:** We encourage you to read and understand [the Eight \(8\) Qualities of Overseas Employees](#) before you apply.

**Summary:** The U.S. Mission in Dili, Timor-Leste is seeking eligible and qualified applicants for the position of Secretary.

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 of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** The incumbent oversees, directs, and executes all administrative functions and responsibilities and responsibilities for the Medical Unit as assigned by the Direct Hire Foreign Service Medical Specialist (MD, RMO and RMOP).

The incumbent acts as a liaison and facilitator between the medical unit staff, officers from different sections of the Mission, family members, Locally Employed Staff (LE Staff), personnel from other agencies and regional post, and medical, nursing and ancillary health services within the local community. The incumbent is under the direct supervision of the Embassy Physician.

## **Qualifications and Evaluations**

**EDUCATION:** Two years of general college or university studies is required.

### **Requirements:**

**EXPERIENCE:** Minimum one (1) year of experience as an Office Manager or Administrative Assistant is required.

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### **Evaluations:**

**LANGUAGE:** English level III (Good working knowledge) Reading/Writing/Speaking is required.

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**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.

### **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 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:

<https://careers.state.gov/downloads/files/definitions-for-va>

**How to Apply:** All candidates must be able to obtain and hold a local security clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available Intranet Site.

To apply for this position, applicants should electronically submit the documents listed below

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174
- Educational certificates as appropriate / applicable.

**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.

Thank you for your application and your interest in working at the U.S. Mission in Dili, Timor-Leste