

EFM – Office Management Assistant – CDC

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Company: U.S. Embassy in Uganda

Location: Kampala

Category: other-general

Security Clearance Required

: Moderate-Risk / Public Trust security clearance.

Duration Appointment: FMA not to exceed 5 years.

Marketing Statement:We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply (<https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>)

Summary: The U.S. Mission in Uganda is seeking eligible and qualified applicants for the position of Office Management Assistant.

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

Supervisory Position:No

Duties:The Eligible Family Member (EFM) Management Assistant serves as a special assistant to the Associate Director for Management and Operations (ADMO) to provide a range of complex management, operations, and project coordination support. The work portfolio includes assisting with regular and ongoing responsibilities of the Office of the Director (OD) and ADMO and coordinating special projects, including Foreign Service National (FSN) Appreciation Day, awards, workplace efficiency, professional development initiatives, and other projects initiated by the OD or ADMO. The position assists in improving efficiency and effectiveness by analyzing workflows and processes, recommending

improvements, drafting standard operating procedures (SOPs), and implementing changes to SOPs. Assists in human resources (HR) services, such as documenting and implementing new processes.

**Download: Detailed Position Description | PD – Office Management Assistant (EFM)
– Kampala**

Qualifications and Evaluations

Education: Completion of post-secondary education is required.

Requirements:

EXPERIENCE: Three years of administrative or clerical working experience in project coordination/project management is required.

JOB KNOWLEDGE: Familiarity with basic organization, coordination, and project management principles and tools, including cloud-based collaboration tools.

Evaluations:

LANGUAGE: Level 4 – Fluent; speaking/reading/writing, may include the ability to translate.

This may be tested.

SKILLS AND ABILITIES: Possession of excellent interpersonal and communication skills is required. Job holder is required to have excellent writing, proofreading, editing, presentation, and oral communication skills. Is required to have intermediate proficiency in Microsoft SharePoint, Word, Excel, Forms, Teams, Outlook, PowerPoint, OneDrive, and cloud-based collaboration tools, and be able to effectively use the internet. Job holder is required to be able to manage multiple tasks with a high degree of accuracy and attention-to-detail, cope with various personalities in addressing competing requests, keep tight deadlines, function in a stressful environment, and coordinate large numbers of people. S/he is required to be able to use discretion and exercise good judgement in working with sensitive HR or staffing information.

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.

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