



Open Source Center

AMERICAN EMBASSY, PANAMA

JOB OPPORTUNITY ANNOUNCEMENT

OPEN TO: All Interested Candidates

POSITION: Field Administrative Officer, Open Source Center (OSC)
Developmental level

OPENING DATE: 9 October 2009

CLOSING DATE: 23 October 2009

WORK HOURS: Full Time, 40 hours per week

SALARY: Salary range: US \$17,870.00 p.a. to \$20,471.00
Position Grade: FSN-7 developmental to FSN-10

Open Source Center (OSC) in the US Embassy Panama is seeking one individual for the position of Field Administrative Officer.

Basic Function of Position

This is the entry level Field Administrative Officer (FAO) position in the Open Source Center (OSC). The level I FAO performs basic, routine FAO duties and responsibilities under the close supervision of the Senior FAO and Bureau Management. The Level I FAO is learning to perform a variety of duties related to finance, human resources, logistics and contract management.

Duties

Processes transactions to support financial, accounting, and budget processes. Processes voucher payments for goods and services, independent contractors and other official expenditures using Direct Connect or current State Department approved software in accordance with OSC and State Department regulations and procedures. Prepares travel orders and processes per diem advances for official travel, computes travel accountings in accordance with OSC regulations using E2 solutions.

Obtains products, equipment and services to support OSC work activities. Procures basic products, equipment , or services from outside vendors. Prepares straightforward documentation, i.e., purchase orders, for review by higher level FAO and managers.

Processes data to support human resource functions in accordance with local law and prevailing practice, applicable State Department employment policies, and organizational policies and regulations. Prepares records and submits time and attendance data for all bureau LHS using State Department's WinT&A software. Maintains annual leave, sick leave, compensatory time, and overtime records. Prepares and maintains personnel 201 files, including processing personnel actions for hiring, step increases, promotions, and other employment status changes. Investigates personnel and payroll problems, seeking assistance where necessary, to solve problems in accordance with local, State Department, and organizational policies.

Administers, with assistance, independent contractor processing and recordkeeping. Maintains electronic records regarding contract status and payments. Monitors usage of contractor funds. Processes payments to contractors.

Handles administrative duties. Files or stores material to facilitate retrieval. Processes correspondence and incoming mail. Answers telephones, directing calls to others as needed. Operates office machines, such as photocopiers and scanners, fax machines, voice mail systems, and personal computers. Reviews files, records, and other documents to obtain information to respond to requests.

Develops relationships with colleagues and customers. Initiates relationships with colleagues in the local work unit to enhance ability to perform job. Maintains positive working relationships with US staff officers and locally employed staff contacts at local embassy.

Develops knowledge and skills through guided and self-initiated development activities. Learns organizational policies and regulations, local laws and prevailing practices, and State Department policies applicable to work unit and specified duties. Attends training to increase professional competency. Participates in on-the-job training and mentoring, seeking to improve own knowledge and skills.

Other related duties as assigned.

Qualifications Required:

NOTE: All applicants must address each qualification/requirement detailed below with specific and comprehensive information supporting each item.

Education:

Essential - Associate's degree and/or professional qualification in finance, human resources or related discipline.

Prior Work Experience:

Essential - Experience of at least two years in an administrative environment which has included a Finance and/or HR personnel position.

Language Proficiency:

Essential – Level IV (fluent): reading, written & spoken English is required.

Knowledge:

Essential – Knowledge of basic mathematics to compute budget plans and reviews and other financial statistics. Knowledge of Microsoft Suite, internet, data entry and data management.

Skills & Abilities:

Essential – Ability to communicate clearly, both orally and in writing. Excellent interpersonal skills and ability to work collaboratively and effectively in a fast-paced, multicultural, dispersed team environment. Ability to gather information and use critical thinking skills to solve problems. Ability and willingness to perform a wide variety of tasks, change focus quickly, and adapt work habits/schedule to meet mission requirements. Strong time management and organizational skills to complete work requirements in a timely manner. A willingness to continually update and acquire new knowledge and skills.

Supervision Received:

The Level I FAO is under the general supervision of the Senior FAO and Bureau Management. The Level I FAO exercises good judgment and performs responsible work in a professional field requiring working knowledge of several HR and Finance areas.

Work Environment:

Work is performed in an office environment, including extensive periods requiring the use of computers to accomplish work objectives.

SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who currently hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612) or a current resume or curriculum vitae, together with a cover letter, explaining how you are able to meet all of the requirements for this position. Only those candidates providing specific and comprehensive information supporting each of the essential requirements will receive further consideration for this position.
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Please e-mail your application to Recruit@rccb.osis.gov

CLOSING DATE FOR THIS POSITION: 23 October 2009

THE US MISSION IN PANAMA 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.