



American Embassy Banjul Vacancy Announcement

SUBJECT:

**NON-EXPENDABLE PROPERTY APPLICATION
(NEPA) CLERK**

DATE:

03/27/2009

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Non Expendable Property Application Clerk in the General Services Office. Position is under the direct supervision of the General Services Officer. The incumbent operates and maintains a complex automated inventory program for non expendable property and conducts periodic inventories of mission offices and residences.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of High School is required.

Experience: Two to three years of supply experience is required of which one year must have been in record keeping.

Language: Level III (good working knowledge speaking and writing) English ability is required.

Knowledge: A thorough knowledge of record keeping and maintaining and operating household and office non-expendable property is required. Must have good knowledge of computer programs, e.g., Microsoft word, excel, access, Microsoft outlook, Internet, etc.

Skills and Abilities: Ability to operate the inventory and record keeping operations efficiently is required. Must be tactful and effective in dealings with American personnel and spouses about household furnishing and equipment.

TO APPLY:

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

- Application for U.S. Federal Employment (OF-612) - available at the Embassy
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g., essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

Submit Application to:

Human Resources Office
U.S. Embassy/Banjul
Kairaba Avenue
Banjul

CLOSING DATE FOR THIS POSITION: March 27, 2009

Please note that only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer (EEO).