

1. Vacancy Information

Vacancy Announcement: DJIBOUTI-2023-040

Position Title: OSC Training & Exercise Management Assistant (Current Employees of the Mission) (Administration Management Assistant)

Series: 0105

Grade: 8

Location(s): Djibouti, DJ

2. Personal Information

Name: SIMAN HOUSSEIN I

Email: rachid196601@outlook.com

Telephone 1: Mobile - 77684250 Ext. 00253

3. Veterans' Preference and Military Service

Veterans' Preference: Not a veteran.

4. Eligibility Questions

PERSONAL INFORMATION

1.Does your relative work in this Embassy or Consulate?

Answer: No

NOTE: Relative is a husband, wife, domestic partner, member of household, father, father-in-law, stepfather, mother, mother-in-law, stepmother, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, uncle, aunt, first cousin, nephew, or niece.

2.Are you able to legally work in this country?

Answer: Yes

NOTE: U.S. Government does not sponsor work visas unless specified on the Vacancy Announcement.

3.If this job includes driving a U.S. Government vehicle, do you have a current and valid driver's license?

Answer: Yes

CITIZENSHIP

Select all that apply and include the required documents (as stated) with the application. Additional documents may be requested by HR at the interview phase.

4.Are you a U.S. citizen listed on the travel orders or approved OF-126 (or other agency equivalent) of a direct hire FS, CS, or uniformed service member assigned (not TDY) to this U.S. Mission and under Chief of Mission authority, or to an office of the American Institute in Taiwan?

Answer: No

5. Education & Experience

Education

Do you have any education
you would like to include?: Yes

1. Education

Education Level: Graduate

School Name: University of international business & economics

Attended From: Month: 09 Year: 2017

Attended To: Month: 06 Year: 2019

Education Duration: 1 year 9 months

Location: Beijing, China

Degree / Diploma /
Certification: Degree

Major Subject: International Business

Did you Graduate?: Yes

2. Education

Education Level: Undergraduate/Bachelor's

School Name: University of Djibouti

Attended From: Month: 09 Year: 2014

Attended To: Month: 07 Year: 2017

Education Duration: 2 years 10 months

Location: Djibouti

Degree / Diploma /
Certification: Degree

Major Subject: Business Administration

Did you Graduate?: Yes

Work Experience

Do you have any work
experience you would like to
include?: Yes

1. Work Experience

Job Title: Human Resource and Administration Assistant

Job Type: Full Time

Employed From: Month: 10 Year: 2019

Employed To: Month: 01 Year: 2023

Work Duration: 3 years 3 months

Employer Name: China Merchants Holdings

Employer Address: DIFTZ PK23

Employer Phone Number: 0025377039662

Salary: 150000

Salary Currency: DJF - Djiboutian Franc

Salary Frequency: per month

Hours Per Week: 40

Supervisor Name: LUO FENG

Supervisory
Responsibilities?: No

Main Duties &
Responsibilities: Ensuring that all HR staff handle employee
personal data in a professional and confidential
manner ☐ Being the first point of contact for all
general HR enquiries ☐ Processing payroll
information's &all employments documentations ☐
Handling employee dismissal and redundancies ☐

Writing up the terms and conditions of employments
□ Notifying employees of any changes in their terms of employments □ Ensuring that appropriate HR Policies and procedures are in place □ Keeping up to date and informed of current HR new policies and regulations □ The monthly payment of ITS ,CNSS and WAQFS Answered daily incoming customer service calls explaining and/or updating auto insurance policy billing, addition/deletion of vehicles along with coverage options • Provided administrative support to HR Director and sales staff • Plan, coordinate, and finalize details for travel arrangement and business development events Carrying out routine administrative and clerical duties • Checking out the immigration and visa status of expat staff

Reason for Leaving: LESS Opportunity

2. Work Experience

Job Title: Visa Assistant

Job Type: Full Time

Employed From: Month: 01 Year: 2023

Employed To: Current

Work Duration: 0 years 8 months

Employer Name: US EMBASSY

Employer Address: Haramouss

Employer Phone Number: 21453000

Salary: 269000

Salary Currency: DJF - Djiboutian Franc

Salary Frequency: biweekly

Hours Per Week: 40

Supervisor Name: CELIA THOMSON

Supervisory
Responsibilities?: No

Main Duties &
Responsibilities: providng visa to applicant Translation

Reason for Leaving: Looking for better Opportunity in my Career

Languages

1. Language

Language: ENGLISH

Speaking: Fluent

Reading: Fluent

Writing: Fluent

2. Language

Language: FRENCH

Speaking: Fluent

Reading: Fluent

Writing: Fluent

3. Language

Language: ARABIC (SAUDI)

Speaking: Fluent

Reading: Fluent

Writing: Fluent

4. Language

Language: CHINESE-MANDAR

Speaking: Limited Knowledge

Reading: Basic Knowledge

Writing: None

Additional Information

Other Names Used: none

6.Vacancy Questions

All grades responses

1.Are you able to legally work in this country?

Answer: Yes

Follow-up Questions

1.If yes, tell us more about yourself and if applicable, select the type of permit you currently possess (upload the appropriate paperwork in the Documents section)

Answer: I am a citizen of this country.

2.Are you a current employee of this mission/consulate?

Answer: Yes

3.Are you a former employee of this mission/consulate?

Answer: No

4.Do you have the required education as stated in the Vacancy Announcement?

Answer: Yes

5.What is the highest level of education you have completed?

Answer: Masters or Equivalent

6.Do you have the required experience as stated in the Vacancy Announcement?

Answer: Yes

7.Select your years of experience for this position. (See Vacancy Announcement.)

Answer: 3 to 4 years

8.Do you have the required language level (s) for the listed language (s) in this vacancy announcement?

Answer: Yes

9.Where did you first see/hear about this position?

Answer: U.S. Mission Website

10.Please specify the name of where you saw/heard about this position:

Answer: <https://dj.usembassy.gov/embassy/jobs/>

11.Are you willing to work with and take direction from individuals who are different than you with regard to gender, race, culture, sexual orientation or religion?

Answer: Yes

12.Are you willing to communicate with others respectfully, both verbally and in writing, as a representative of the U.S. Embassy, Consulate, or Mission?

Answer: Yes

13.Which types of documents have you translated?

Answer: Speeches

Answer: Technical reports

Answer: Laws

Answer: Treaties and international agreements

Answer: Presentation slides

14.Which translation tasks have you performed?

Answer: Prepared agendas in multiple languages

Answer: Prepared event invitations in multiple languages

Answer: Interpreted responses to questions

Answer: Translated meeting notes

15.Which training tasks have you performed?

Answer: Gathered input from students (e.g., focus groups, surveys)
Answer: Created training evaluation surveys/forms
Answer: Analyzed training evaluation surveys/forms

16.Which training tasks have you performed?

Answer: Created course materials (e.g., handouts, diagrams)
Answer: Set up a classroom (e.g., arranged seats, prepared a projector)
Answer: Developed knowledge tests
Answer: Developed learning goals/objectives for a course

17.Which tasks have you performed to prepare or deliver training?

Answer: Evaluated or graded students
Answer: Worked with other trainers to develop class material
Answer: Developed, revised, or removed training lessons
Answer: Scheduled class times
Answer: Used new teaching methods when needed (e.g., case study on a new topic)
Answer: Discussed students' training needs or goals

18.Which of the following have you used in a training course?

Answer: Computer software (e.g., Power Point)
Answer: Audio-visual aids (e.g., films, recordings)
Answer: Classroom equipment (e.g., overhead projector, laser pointer)
Answer: Outlines or other content organizers
Answer: Printout materials (e.g., summary worksheets, diagrams)

19.Which tasks have you performed to organize events?

Answer: Arranged meeting rooms
Answer: Determined meeting dates
Answer: Notified meeting participants
Answer: Provided necessary supplies and equipment
Answer: Arranged travel and other expenses for the guest speakers (e.g., lodging)
Answer: Created meeting agenda, outlines, or other supporting materials (e.g., presentation slides, handouts)

20.Select your highest level of experience developing training plans for an organization.

Answer: I have assisted others with developing a training plan for an organization.

21.Which training tasks have you independently performed?

Answer: Communicated the available training opportunities

Answer: Maintained training records

Answer: Assessed training impact/transfer by identifying knowledge/skill gaps

Answer: Created evaluation forms to collect feedback

Answer: Presented training content using a variety of instructional techniques (e.g., role playing, videos, team exercises)

22.Which budgets have you developed or managed?

Answer: None of the above

23.Which administrative tasks have you performed?

Answer: Scheduled appointments

Answer: Maintained a supervisor`s calendar

Answer: Made travel arrangements

Answer: Organized meetings

Answer: Served as a timekeeper

Answer: Ordered supplies

24.Which administrative tasks have you performed?

Answer: Maintained office files

Answer: Created office procedures

Answer: Routed mail

Answer: Informed the staff of the suspense dates

Answer: Informed the supervisor of administrative matters, conferences, briefings, or important outcomes

Answer: Arranged employee training and development (i.e., prepared training forms)

25.Which administrative tasks have you performed?

Answer: Prepared written documents based on a rough draft, notes or verbal instructions

Answer: Created an appropriate system for the recording, storing and retrieval of information

Answer: Monitored systems for the recording, storing and retrieval of information

Answer: Created regular meeting schedule among parties

Answer: Printed reports, proposals and other documents

26.Which administrative tasks have you performed?

Answer: Greeted visitors or callers

Answer: Directed visitors or callers to an individual/resource

Answer: Maintained schedules and event calendars

Answer: Completed forms following organizational procedures

Answer: Scheduled and confirmed appointments for clients, customers, or supervisors

27.Do you have a current and valid driver's license if this job requires driving?

Answer: Yes

7.The following documents are requested for this vacancy.

Document Type	Description	Filename	Submission Type	Date Received (MM/dd/yyyy)
Copy of Orders (applicants assigned to US Mission)	No document Submitted			
DD-214 (Member Copy 4)	No document Submitted			
Driver's License	No document Submitted			
Other Document	CV	CV SIMAN.pdf	UPLOAD	09/09/2023 10:22:36 AM
Other Document 2	master degree	diplom of master (1).pdf	UPLOAD	09/09/2023 10:23:36 AM
Passport	No document Submitted			
Proof of Citizenship	ID	carte national.pdf	UPLOAD	09/09/2023 10:21:57 AM
Residency Permit	No document Submitted			
SF-50	No document Submitted			
Transcript	BACHELOR	diplom of bachelor.pdf	UPLOAD	09/09/2023 10:24:19 AM
University Degree	certificate of master	cerfticat of master (1).pdf	UPLOAD	09/09/2023 10:21:22 AM
University Transcripts	WORK CERTIFICATE	work certificate of siman.pdf	UPLOAD	09/09/2023 10:26:00 AM
Work Permit	recommendation 1	recommendation letter from the supervisor.pdf	UPLOAD	09/09/2023 10:25:13 AM

8.Resume

9.Vacancy Announcement

Announcement Number:	DJIBOUTI-2023-040
Position Title:	OSC Training & Exercise Management Assistant (Current Employees of the Mission) (Administration Management Assistant)
Open Period (MM/dd/yyyy):	08/31/2023 - 09/09/2023
Series/Grade:	LE - 0105 8
Vacancy Time Zone:	GMT+3
Salary:	DJF Fdj4,224,573 /Per Year
Work Schedule:	Full-time -
Promotion Potential:	LE-NA
Hiring Agency:	Embassy Djibouti
Duty Locations:	1 Vacancies in Djibouti, DJ
Telework Eligible:	No
For More Info:	HR Section 000-000-0000 djiboutijobs@state.gov
Hiring Path:	• Custom Announcement (not open to the public)
Who May Apply/Clarification From the Agency:	• Current Employees of the Mission For USEFM - FP is 06, Actual FP salary determined by Washington D.C.
Security Clearance Required:	Public Trust - Background Investigation
Appointment Type:	Permanent
Appointment Type Details:	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.
Job Summary:	The work schedule for this position is full Time (40 hours/week) Candidate must be able to

	begin working within a reasonable period of time 1 month of receipt of agency authorization and/or clearances/certifications or their candidacy may end.
Supervisory Position:	No
Relocation Expenses Reimbursed:	No
Travel Required:	Not Required
Major Duties:	The jobholder manages the Office of Security Cooperation's (OSC) International Military Education and Training programs, under the supervision of the OSC Chief. Manages training funded through Foreign Military Financing (FMF). Assists Bilateral Affairs Officer with resource management and training coordination in preparation for and during engagements between the host nation and the Kentucky National Guard State Partnership Program (SPP), a cooperative agreement between the armed forces of Djibouti and the state of Kentucky. Assists the Senior Defense Official and OSC with oral and written translations in multiple languages and in understanding key cultural customs and inferences.
Requirements:	EXPERIENCE : A minimum of two years' work experience in an office environment related to education, financial or general management is required.
Education Requirements:	Two years of college is required.

<p>Evaluations:</p>	<p>LANGUAGE:</p> <ul style="list-style-type: none"> • English (Fluent) written/spoken, including the ability to translate • French (Fluent) written/spoken, including the ability to translate • One of the local languages (Fluent) written/spoken, including the ability to translate. <p>SKILLS AND ABILITIES: Must have high proficiency with office equipment (computer, scanner, digital sender) and the use and application of Microsoft Suite programs (e.g., Word, Excel, PowerPoint, and Outlook). Applicant must have a valid driver's license type B, a commitment to safe driving, and a good knowledge of the local area.</p> <p>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.</p>
<p>Qualifications:</p>	<p>All applicants under consideration will be required to pass medical and security certifications.</p>

<p>How to Apply:</p>	<p>All candidates must be able to obtain and hold a Public Trust clearance.</p> <p>To apply for this position click the “Submit Application” button. For more information on how to apply visit the Mission internet site.</p>
<p>Required Documents:</p>	<p>To qualify based on education, you MUST submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.</p> <p>All Applicants:</p> <ul style="list-style-type: none"> • Residency and/or Work Permit and/or CIN • University transcript/Degree • Valid Driving License • Work Certificates <p>Eligible Family Member Applicants:</p> <ul style="list-style-type: none"> • Copy of Sponsor's Orders/Assignment Notification (or equivalent) • Passport copy • DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable) • SF-50 (if applicable)

<p>Next Step:</p>	<p>Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.</p> <p>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 (DjiboutiJobs@state.gov).</p> <p>Thank you for your application and your interest in working at the U.S. Mission in Djibouti.</p>
<p>Agency Benefits:</p>	<p>The U.S. Mission in Djibouti offers a generous compensation package that includes health, retirement and other benefits. In addition to the salary quoted above, the Embassy will pay a Transportation Allowance of 137,500 per year and a Miscellaneous Benefits Allowance of DJF 176,100 per year. For EFMs, benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the Human Resources Office.</p>
<p>Other Information:</p>	<p>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</p>

	<p>status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.</p> <p>HIRING PREFERENCE ORDER:</p> <ol style="list-style-type: none">1. AEFM / USEFM who is a preference-eligible U.S. Veteran*2. AEFM / USEFM3. FS on LWOP and CS with reemployment rights <p>**</p> <p>* 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"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, 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</p>
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	<p>must be submitted in order for the preference to be given.</p> <p>** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.</p> <p>For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link.</p>
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10.Declaration

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for separation/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.

Date Received: 09/09/23 10:26:47 AM