

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 15-2016

OPEN TO: All Within the Mission

POSITION: Consular Assistant

OPENING DATE: June 2, 2016

CLOSING DATE: June 8, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR)
(Position Grade and Salary FSN-08 - Le39, 147,456 p.a.)

*Not-Ordinarily Resident (NOR)
(Position Grade and salary FP-06-US \$45,487 p.a.)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within the Mission for the position of Consular Assistant. The position is located in the Consular Section of the Mission and reports to the Consular Chief.

BASIC FUNCTION OF POSITION:

Performs full range of consular duties in rotation with other staff, to include: customer service to US Citizen and Foreign National clients; Congressional, legal, client correspondence etc. In accordance with U.S. Immigration and Nationality laws, carries out Immigrant and Diversity Visa (IV/DV) and some Non-Immigrant Visa NIV processing services - receives and screens applications, input applicant's data, compiles visa packages, prints visas, ensuring quality assurance as necessary. Performs Consular Fraud Investigation and reports on such information. Performs other consular related duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Also, please see appendix C below.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of secondary school and two years of post secondary/undergraduate study in education or Management is required.
- 2. Experience:** Three years progressive experiences in office Administrative work required or work in a consular service area.
- 3. English Ability:** Level IV English language ability (Fluent) in reading and spoken English required. Level IV Krio language (fluent) is required. Level 3 Temne or Mende especially to cover areas up country.
- 4. Other Criteria:** Thorough knowledge of computer operations including NIV computer applications. Thorough knowledge of consular office services and procedures. Knowledge of consular ethical principles. Understanding of local culture and patterns of Fraud in Sierra Leone.
- 5. Other Skills:** Ability to read and understand applicable U.S. immigration and visa laws, regulations and procedures. Proficiency in the use of MS office applications. Strong organizational skills.
- 6. Interpersonal skills:** Exceptional interpersonal skills and customer service. Ability to set and juggle between priorities in a high stress high production office. Ability work with all levels of individuals both from within the Mission and the public. Ability to deal with the public in a courteous but efficient manner. Ability to draft correspondences.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

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 Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold 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 applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO:

The Human Resources Section
(Application for Consular Service Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown

POINT OF CONTACT:

Human Resources Section: 099-105-500

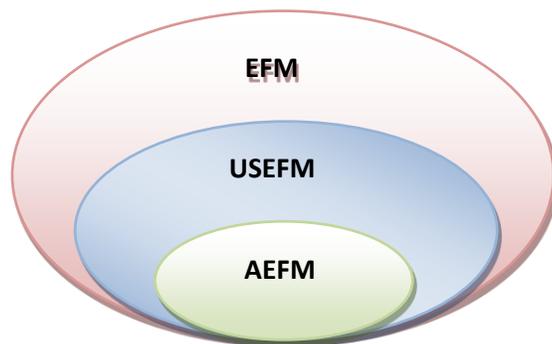
CLOSING DATE FOR THIS POSITION: June 8, 2016

The U.S. Mission in Freetown, Sierra Leone 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.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - a. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - b. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location

authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
 - Is not a citizen of the host country; and
 - Does not ordinarily reside (OR, see below) in the host country; and
 - Is not subject to host country employment and tax laws; and
 - Has a U.S. Social Security Number (SSN).NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
 - Is locally resident; and
 - Has legal, permanent resident status within the host country; and
 - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

APPENDIX C

JOB DESCRIPTION - CONSULAR SERVICE ASSISTANT

Customer Service/Correspondence:

Serves as the focal point of contact by all internal and external customers. Manages correspondence for the Consular Section to include letters, fax, email and telephone correspondence from consular clients, the general public, the immigration law community, Congress, and other USG Agencies/Offices. This is done by responding to routine and complex telephonic and written inquiries and drafting complex responses for Section Chief's approval. Manages the NIV appointment calendar on-line, and coordinates booking of special appointments (referrals, waivers, A.G. and NATO cases) as necessary. Provides information and guidance on consular services procedures to clients.

Anti-Fraud Duties:

Develops and maintains extensive contacts with local officials at the police, Registrars of law courts, police, immigration, churches, and mosques to verify court orders or claims of education, marriage, or other status. Develops and maintains contacts with members of local committees to various suburbs across Sierra Leone and the Peninsula. Visits various locations to obtain information and reports on such information.

ACS Support:

Supports the other Consular Assistant in the provision of American Citizen Services, including arrests, deaths, welfare/whereabouts, routine services, and as necessary, evacuation of American citizen residents in Sierra Leone. Ensures that registration records are up to date. Registers American citizens presently in country. Provides information to American citizen on local matters such as list of doctors and lawyers, and entry/exist requirements. Maintains and updates the warden list as necessary.

NIV Visas Support:

Supports the other Consular Assistants in processing Non-Immigrant Visas, as needed, including accepting and entering applications, taking fingerprints, and processing issued and refused visas.

Performs a variety of other consular related duties as assigned.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**