

ANNOUNCEMENT NUMBER: 12-043

OPEN TO: All Interested Candidates

POSITION: POLITICAL SPECIALIST, FSN-10/ FP-5*

OPENING DATE: September 11, 2012

CLOSING DATE: September 18, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 42.314.00 p.a. (Starting salary)
(Position Grade: FP-05 to be confirmed by Washington)

*Ordinarily Resident: US\$47.273.00 p.a. (Starting salary)
(Position Grade: FSN-10)

LENGTH OF HIRE: Permanent Position

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Luanda is seeking individuals for the position of Political Specialist in the Political/Economic section of Embassy Luanda.

BASIC FUNCTION OF POSITION

Position serves as the primary assistant on political issues to the Political Section. The position is responsible for a broad range of complex analytical reporting and information gathering on political and social issues. The Incumbent will provide researched advisory political reporting; produce reports on general political activities, including the full range of legislative and governmental affairs. Incumbent researches and drafts required reports on human rights issues, religious freedom, and will draft talking points for meetings with members of civil society and political groups. Position will conduct oral briefings on what is being reported in the Angolan media with emphasis with emphasis on elections, the upcoming national census, local level elections, and implementation of constitutional reform, political decision-making, and changes in leadership. Incumbent will provide analytical insight. Incumbent will develop background material to help US diplomats better understand personalities and cultural nuances affecting policy making in Angola.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 64 11 61 or 222 64 12 84.

QUALIFICATIONS REQUIRED

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

1. **REQUIRED EDUCATION:** Completion of 4 year degree in Political Science Economics, Law, International Relations, Languages, Management or Liberal arts.
2. **REQUIRED WORK EXPERIENCE:** Minimum three (3) years practical, progressively responsible experience in an Angolan legal, political or economic related field where political research and analysis are a main feature of the work required.
3. **REQUIRED LANGUAGES**– Level IV (fluent) English and Portuguese is required.
4. **OTHER REQUIRED SKILLS/ABILITIES:** Ability to develop and maintain an extensive range of mid and high level contacts in the host government and political parties and non-governmental organizations. Ability to inter-relate political developments to economic and social forces.
5. **JOB KNOWLEDGE:** A thorough knowledge of Angolan politics, civil war history, and influential figures and power relationships; Political party figures and platforms; GRA organization and functions; a sound knowledge of Angolan electoral, legal and constitutional rules and regulations;

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. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.

5. The candidate must go through background investigations.

TO APPLY

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

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. 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

Administrative Officer
American Embassy Luanda
Attention: Samuel Kawewe
Av Presidente Houari Boumediene, No. 32, Luanda
Or email to HROLuanda@state.gov

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222-641-161
FAX: 222-641-232

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: SEPTEMBER 18, 2012

The US Mission in Angola 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.

Maureen Yates
Human Resources Officer