



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12 - 066

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Community Liaison Office Assistant, FSN-7; FP-7
(Salary approx. Tk. 48,000 per month)
- OPENING DATE:** September 5, 2012
- CLOSING DATE:** September 18, 2012 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week

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

The U.S. Embassy in Bangladesh is seeking applications for the position of **Community Liaison Office (CLO) Assistant** in the Community Liaison Office (CLO) of the Embassy.

BASIC FUNCTION: The incumbent will serve as the local liaison with the Embassy FSNs and Bangladeshi community as a whole and assist the American CLO Coordinator with all CLO Programs. S/he will administer a program plan which is responsive to post management specific and Embassy Community needs. S/he will publish the weekly CLO newsletter, provide continuity for the CLO program in the absence of American CLO Coordinator and American CLO Assistant.



MAJOR DUTIES AND RESPONSIBILITIES:

A. INFORMATION AND RESOURCE MANAGEMENT:

- Establishes and Maintains contacts with local theaters, artists and other cultural events organizers that take place in Dhaka, for dissemination to American staff.
- Bears primary responsibility for production of the weekly CLO Embassy newsletter, (internal and external versions) which contains different useful information for mission employees. Gather information throughout the week that is both helpful and interesting to the Mission. The newsletter is reviewed/edited by the CLO Coordinator or American CLO Assistants in absence of the CLO Coordinator.
- Shares information on cultural, educational and other events in Dhaka with the staff.
- Takes care of walk in inquiries and provides visitors with resource materials.

B. WELCOMING AND ORIENTATION:

- Assists the CLO Coordinator and American CLO Assistants in the logistics of the sponsorship program. Works with CLO to encourage cross agency sponsors for newcomers.
- Prepares and update the Welcome Packets.
- Assists newcomers when needed, in settling down in the Dhaka environment by providing them with different information.
- Has responsibility for coordinating a cross cultural segment for newcomers during orientation program.

C. COMMUNITY LIAISON:

- Maintains the CLO office book and DVD library as well as travel and tourism library of Bangladesh and regional destinations.
- In coordination with GSO'S Travel Section, develops and maintains contacts with local travel agencies to receive special fares for trips inside and outside of Bangladesh.
- Maintains a file of cleared domestic employees with references.

D. EVENTS PLANING:

- Organizes monthly trips throughout Bangladesh for American employees and dependents to learn about important historical sites, natural beauties, religious sites etc.



- Finds suitable and safe transportation with English speaking guides for all trips as well as negotiate the most cost effective rates.
- Encourages volunteerism through community outreach; Assembles a list of possible volunteer opportunities for American staff and family members.
- Assists CLO Coordinator and American CLO Assistants in organizing different parties for children and Embassy staff, such as Halloween Party, Holiday Party etc. Collects information, makes reservations, coordinates meals and advertises events.

E. OTHER DUTIES AS ASSIGNED:

- Assists with fund raising for CLO Budget.
- Takes photos for official and unofficial Mission events: award ceremonies, parties, fund raisers.
- Assists Protocol Assistant as required.

QUALIFICATIONS REQUIRED:

- 1. Education:** Bachelor's degree in Arts, Commerce, or Science from a recognized University is required. *(You must attach a copy of your bachelor's degree certificate copy along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) speaking/reading in English and Bangla is required. English and Bangla language proficiency will be tested.
- 3. Prior Work Experience:** Minimum three years of experience in clerical service or customer service with a multi-national organization is required.
- 4. Knowledge:** Knowledge of computer programs, design and editing software programs like Microsoft Publisher to publish the CLO weekly newsletter, flyers and invitations to events. Knowledge of Bangladeshi history, cultural attractions and historical sites in Bangladesh in order to lead tour groups of Embassy personnel. Knowledge of local contacts from all areas: artists, anthropologists, craftspeople, musicians etc to enhance the cultural awareness of the American community. Must be familiar with Embassy and how offices work and what services they provide for referral to spouses and family members.
- 5. Skills and Abilities:** Excellent interpersonal, communication and organizational skills in order to work with and organize events for both



American and local staff and family members within the Embassy community.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

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 Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who 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 for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)



2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) **A passport size photograph (taken within six months),**
- II) **A copy of Passport or Voter ID or Driver's License, and**
- III) **A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)



DEFINITIONS:

1. **Eligible Family Member (EFM)**: An individual related to a US 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. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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:
 1. 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
 2. 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 US 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 US 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 US 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.



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

CLOSING DATE FOR THIS POSITION: September 18, 2012

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.

Cleared by:

- HRO: x
- CLO: x
- FMO: x
- MGT: x