VACANCY ANNOUNCEMENT

U.S. Embassy Bangui, Central African Republic

Announcement: 06-2016 **April 5, 2016**

Open to: All interested candidates

Position: IRC Assistant FSN-06; *FP-08

NOTE: *ALL NON-CENTRAL AFRICAN REPUBLIC APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.*

The U. S. Embassy in Bangui is seeking an individual for the position of **IRC Assistant. The position is located in Bangui, Central African Republic.**

Opening Date: Wednesday, April 6, 2016
Closing Date: Tuesday, April 12, 2016 at 17:00
Work Hours: Part time; 20 hours/week

BASIC FUNCTION OF POSITION

Under the general supervision of the Public Affairs Officer (PAO), the employee directs and manages an Information Resource Center (IRC) of moderate scope and complexity with an emphasis on digital advocacy and outreach.

QUALIFICATIONS REQUIRED

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

1. **Education:** Bachelor's degree in Education, Library Sciences, Information Management (Journalism, Mass Communications), or Information Technology (Computer sciences, Information Sciences) is required.

2. **Experience:** At least two years of progressively responsible experience in the field of information research. This includes experience in traditional research and reference services, and in the use of emerging technologies and electronic resources.

3. **Language:** Level 3 (Good Working Knowledge) speaking/reading/writing English, level 4 (Fluency) speaking/reading/writing French, and level 2 (basic knowledge understanding/speaking Sango are required.

4. **Job Knowledge**: Good knowledge of U.S. resource materials and programs. Knowledge of online databases and familiarity with technology, including Skype and Google chat. Ability to research inquiries on host country and U.S. foreign affairs policies of relevance to Post activities and goals.

5. **Skills/Abilities:** Must have excellent service orientation to target audiences. Must have good interpersonal and cross-cultural skills. Must be able to carry out reference searches, independently plan, organize and carry out assigned responsibilities, and maintain contact with key target audiences.

SELECTION PROCESS

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. The candidate must be able to obtain and hold a Locally Employed Staff security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (DS-174) available online or at the Embassy; 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.
6. Additional information on how to apply for a position is available at: : http://bangui.usembassy.gov/

Submit Application to:

Management Officer
P.O. Box 924, U.S. Embassy Bangui, Central African Republic
Or via email at: BanguiJob@state.gov
(Please, indicate the title of the position on the "Subject:" line)

Point of Contact: Telephone: 2161 0200, Ext 3293

CLOSING DATE FOR THIS POSITION: Tuesday, April 12, 2015 at 17:00

The U.S. Mission in the Central African Republic 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

1. **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