



VACANCY ANNOUNCEMENT

U.S. Embassy Bangui, Central African Republic

Announcement: 07-2016

April 25, 2016

Open to: All interested candidates

Position: Political/Economic Specialist FSN-10; *FP-05

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 **Pol/Econ Specialist**. **The position is located in Bangui, Central African Republic.**

Opening Date: Friday, June 3, 2016
Closing Date: Thursday, June 9, 2016 at 17:00
Work Hours: Full time; 40 hours/week

BASIC FUNCTION OF POSITION

Under the supervision of the Political/Economic Officer, reports on political and/or economic developments in the country. From time to time, the employee will be asked to help with translation work as well.

QUALIFICATIONS REQUIRED

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

- 1. Education:** B.A., B.S. or equivalent in political science, economics, social sciences or journalism.
- 2. Experience:** Three years of progressively responsible experience in political analysis or reporting, economics, translation and interpretation, or diplomacy is required.
- 3. Language:** English and French fluency in speaking and reading at Level 4 (4/4 French and English), ability to communicate in Sango with host country interlocutors.
- 4. Job Knowledge:** Familiarity with various subject matters related to political and economic affairs in order to render accurate, clear translations which capture all of the meanings and intent of originals documents; familiarity with diplomatic protocol and host government institutions.
- 5. Skills/Abilities:** Proficiency in operating Microsoft Office applications. Must develop and maintain an extensive range of mid to upper-level contacts; possess drafting and editing skills and the ability to obtain material from varied sources in order to produce factual and analytical type materials/reports.

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: Thursday, June 9, 2016 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.

EFM's 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