



VACANCY ANNOUNCEMENT

U.S. Embassy Bangui, Central African Republic

Announcement: 013-2016

June 24, 2016

Open to: All interested candidates

Position: Protocol Assistant FSN-8; *FP-7

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 **Protocol Assistant**. The position is located in **Bangui, Central African Republic**.

Opening Date: Friday, June 24, 2016
Closing Date: Thursday, July 7, 2016 at 17:00
Work Hours: Full time; 40 hours/week

BASIC FUNCTION OF POSITION

Under the direct supervision of Office Manager, job holder provides a variety of services in secretarial, protocol and general administration, including setting up appointments with government and other officials, preparing guest lists, issuing invitations and drafting correspondence in both French and English. Position is also responsible for keeping the schedule of the Ambassador and DCM. Position reports directly to the Office Manager.

QUALIFICATIONS REQUIRED

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

- 1. Education:** University degree is required.
- 2. Experience:** At least five years of administrative secretarial experience in NGO or diplomatic mission, of which 2 years in Protocol functions.
- 3. Language:** Level III English ability (good working knowledge) is required. Level II French and Level II Sango are required.
- 4. Job Knowledge:** Incumbent must be familiar with Protocol and standard office procedures, and correspondence standards, and should be familiar with political and economic leaders.
- 5. Skills/Abilities:** Incumbent must have intermediate level in Microsoft Windows i.e Word, Outlook and Excel software applications.

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: Wednesday, July 7, 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.

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