

EMBASSY OF THE UNITED STATES OF AMERICA
Bangui, Central African Republic

VACANCY ANNOUNCEMENT

NUMBER: APER 002/12

DATE: February 10, 2012

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: DEVELOPMENT ASSISTANT
OPENING DATE: February 13, 2012
CLOSING DATE: OPEN UNTIL FILLED
WORK HOURS: Full-time; 40 hours/week
POSITION GRADE: *Ordinarily Resident: CFA 12,475,622 p.a. (starting Base salary)
Position Grade: FSN-09

NOTE: All ordinarily resident 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 position of Development Assistant in the Political/Economic section.

BASIC FUNCTION OF POSITION:

Under the supervision of the POL/ECON Officer, incumbent serves as one of two economic specialists in the Political/Economic Section. S/he is responsible for economic analysis, reporting and monitoring of USG funded projects and particularly those funded by USAID. S/he performs factual and analytical reporting in the field of development, more specifically in agriculture, social sector developments (education, health, poverty indicators etc.), environment, science and technology. The incumbent will also support overall economic analysis, reporting and contact work for all other fields in the P/E section. S/he will assist in planning, implementing and administering USAID, and DOS development assistance projects.

QUALIFICATIONS REQUIRED:

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

1. REQUIRED EDUCATION:

Bachelor's degree in Economics, Business, Sociology, International Development, or Environmental/health policy studies or a closely related field.

2. REQUIRED WORK EXPERIENCE:

Minimum of four years of responsible professional-level experience in economic research, analysis and reporting in international affairs, economy or development. Experience must include analysis and interpretation of data and the presentation of findings in written and oral form.

3. REQUIRED LANGUAGES:

English Level 4 (Fluency) Speaking/Reading/Writing
French and Level 4 (Fluency) Speaking/Reading/Writing French.
Language proficiency will be tested.

4. REQUIRED JOB KNOWLEDGE:

The incumbent must have a thorough understanding of Central African Republic politics, history, society, economy and institutions; Central African and international development issues; cross cultural global issues, like the environment and health; and economics. He or she should know and understand USG and Mission priorities and policies, plus US government, politics and history as relates to the execution of his or her job in the promotion/advocacy of USG foreign policy.

The Economic Specialist must be familiar with the MS Office Suite and use of the Internet for research and should have good understanding of Embassy reporting needs and procedures, including Washington's priorities. The incumbent must be able to serve as the "institutional memory" for information related to his or her past or present projects.

5. REQUIRED TECHNICAL KNOWLEDGE:

Must have excellent verbal skills, and be able to tailor conversations to the level of the audience, taking conversation down to the lowest common denominator. Must be able to influence and persuade stakeholders to meet US foreign policy objectives. The incumbent must be able to diplomatically and effectively exchange with interlocutors and may be the sole representative from the USG in the dialogue. The incumbent must be able to effectively multi-task and manage a constantly changing number of projects. He or she must be able to quickly understand and work within the realms of specific regulations that vary from project to project. The incumbent must exercise considerable initiative and creativity when developing new project ideas or working within the confines of project regulations. The incumbent must have strong writing skills to be able to write reports, cables and memos in English.

SELECTION PROCESS:

When 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 Personnel Services Agreements (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 be able to obtain and maintain a security clearance.

TO APPLY:

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

1. Application for employment as a locally employed staff or family member (DS-174) and
2. A current resume or curriculum vitae that provide the same information as a DS-174.
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 APPLICATIONS TO:

Management Officer

American Embassy Bangui

P.O. Box 924

Bangui, CAR

Attention: Joseph Rizcallah

DEFINITIONS:

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
 - a) US citizen;
 - b) Spouse or dependent that is at least age 18;
 - c) Listed on the travel orders of a Foreign or Civil Service or informed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and
2. Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
3. Eligible Family Member (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 U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
4. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of 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.

5. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency based in the host country and has the required work and/ residency permits for employment in the country.
6. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
7. The U.S. Mission in CAR 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.

Joseph Rizcallah
Management Officer