



**AMERICAN EMBASSY, COTONOU**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 015/14**

**OPEN TO:** US Citizen Eligible Family Members (USEFMS) –  
All Agencies

**POSITION:** **HR Assistant**

**OPENING DATE:** November 26, 2014

**CLOSING DATE:** Open Until Filled

**WORK HOURS:** Full Time; 40 hours/week

**SALARY:** AEFM, **FP-07:** \$40,262 to \$59,127\*  
USEFM, **FP-07:** \$34,667 to \$50,910\*

The U.S. Embassy in Cotonou is seeking an individual for employment in country for the position of **HR Assistant** in the embassy's Management Section.

**BASIC FUNCTION OF POSITION**

Under the supervision of the Management Officer and the Human Resources Specialist, provides a wide range of human resources services to support the Human Resources Office. Portfolio includes but not limited to: employee evaluation reports for US Direct Hires and Family Members, EFM hiring and orientation.

**QUALIFICATIONS REQUIRED:**

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

- a) Education: Completion of High School education.

\* Final step to be determined by employee's qualifications.

- b) Prior Work Experience: Minimum of two years of full time work experience in Administration or Management.
- c) Language Proficiency: Level IV (fluent) English and level II (limited knowledge) French.
- d) Knowledge: Knowledge of USG policy related to employment and Privacy Act, recruitment, benefits and performance evaluation. Basic knowledge of Labor Law.
- e) Skills and abilities: Proficiency in Microsoft Word, Excel, and Power Point. Strong communication skills (oral and written). Must be able to interpret and apply USG regulations and advise clients on how to proceed in different situations related to EERs, recruitment, and other areas of expertise. Must be able to multitask and work under stress. Strong organizational skills are required to manage a number of competing tasks. Must be able to identify priorities, meet deadlines and work independently. Must possess good interpersonal skills. Must be able to respect confidentiality of sensitive information and not discuss HR issues outside of the HR section.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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. Currently employed U.S. 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.
3. 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.
4. The candidate must be able to obtain and hold a **Secret-level** security clearance.

## **TO APPLY**

**Interested candidates for this position must submit the following or HR cannot consider the application:**

- A. Cover letter.
- B. Universal Application for Employment (UAE) as Locally Employed Staff or a Family Member **(DS-174) Form**; plus

- C. 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.

**This preference can only be applied for hire once per agency at the same post.**

- D. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **HOW TO SUBMIT AN APPLICATION**

Application packages containing all the information listed in items “A” through “D” above can be scanned into pdf format and sent as a single file to the following E-mail address. Files should not exceed 10 MB or they may be rejected by the embassy’s server. Paper applications mailed to the embassy will not be accepted for this vacancy announcement. There is no deadline for submission of an application package while this vacancy announcement remains active and advertised.

Management Officer  
United States Embassy  
Rue Caporal Bernard Anani  
01 B.P. 2012, Cotonou  
Telephone: +229 21 30 06 50  
Fax: +229 21 30 19 74  
E-mail: [hrocotonou@state.gov](mailto:hrocotonou@state.gov)

### **CLOSING DATE FOR THIS POSITION: Open Until Filled**

The U.S. Mission in Cotonou 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.

## DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. 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:
    - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or
    - b) 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, and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad,
- Does not receive a Foreign Service or Civil Service annuity

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).