



**U.S. Mission, Cotonou**

**Vacancy Announcement Number: 2016-12**

**OPEN TO:** All Interested Candidates / All Sources

The "Open To" category listed above refers to applicants who are eligible to apply for this position. The "Open To" category should not be confused with a "hiring preference" which is explained later in this vacancy announcement.

**POSITION:** Human Resources Clerk

**OPENING DATE:** June 16, 2016

**CLOSING DATE:** June 30, 2016

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

**SALARY:** Ordinarily Resident (OR): FSN-05  
CFA4,336,975 to CFA7,598,401 p.a.  
Not Ordinarily Resident (NOR): FP-09  
AEFM, FP-09\*: \$32,931 to \$48,360 p.a.  
USEFM, FP-09\*: \$28,262 to \$41,504 p.a.  
\*Final grade/step for NORs will be determined by Washington

The U.S. Mission in Cotonou is seeking eligible and qualified applicants for the position of **Human Resources Clerk** in the embassy's Human Resources Section.

**BASIC FUNCTION OF POSITION**

Under the supervision of the Human Resources Specialist, the incumbent performs a variety of clerical and administrative duties to support the Human Resources (HR) Office. S/he serves as Escort for the HR Office. S/he ensures effective customer service to enhance the level of customer satisfaction.

## **QUALIFICATIONS REQUIRED:**

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- a) **Education:** Completion of secondary school is required.
- b) **Prior Work Experience:** Two years of clerical experience in human resources, administration or closely related field are required.
- c) **Language Proficiency:**  
Level III (Good Working Knowledge) speaking, reading and writing of English is required. **This will be tested.**  
  
Level III (Good Working Knowledge) speaking, reading and writing of French is required. **This will be tested.**  
  
Level III (Good Working Knowledge) speaking of local language Fon is required. **This will be tested.**
- d) **Skills and Abilities:** Must possess good working knowledge of organizational structures and good organization skills. Must be able to set up and maintain electronic filing. Must be able to pay close attention to details. Must possess Microsoft office skills. Must be discrete and not discuss HR issues with persons not in HR section. **These will be tested.**
- e) **Knowledge:** Must possess a good working knowledge of HR practice and procedures. Must also possess a good working knowledge of records management. **These will be tested.**

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at [HROCotonou@state.gov](mailto:HROCotonou@state.gov) or 229 21 30 06 50, Ext. 7898/7842.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

## **HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran \*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or

Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:** Applicants must submit the following documents to be considered. Failure to do so may result in the determination that the applicant is not qualified

1. Cover letter
2. Universal Application for Employment (UAE) (Form DS-174)  
[http://photos.state.gov/libraries/benin/19452/pdfs/DS174\\_APPLICATION\\_FOR\\_EMPLOYMENT\\_FORM.doc](http://photos.state.gov/libraries/benin/19452/pdfs/DS174_APPLICATION_FOR_EMPLOYMENT_FORM.doc) ; plus
3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

#### **WHERE TO APPLY**

Application packages containing all the information listed in items "1" through "3" 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.

Management Officer  
United States Mission Cotonou  
E-mail: [hrocotonou@state.gov](mailto:hrocotonou@state.gov)

**CLOSING DATE FOR THIS POSITION: June 30, 2016 at 17:30**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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 (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 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 and resides at the sponsoring employee's post of assignment abroad and is under Chief of Mission authority; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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, **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; **and**
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; **and**
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** - An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**

- Has a U.S. Social Security Number (SSN); **and**
- 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.

**Ordinarily Resident (OR)** - An individual who meets the following criteria:

- A citizen of the host country; **or**
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; **and/or**
- Is subject to host country employment and tax laws.