



**AMERICAN EMBASSY, COTONOU**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 009/15-T**

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

**POSITION:** Public Affairs Assistant, FSN-07, FP-07  
Training level

**OPENING DATE:** May 18, 2015

**CLOSING DATE:** June 01, 2015

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

**SALARY:** AEFM, FP-7: \$40,665 to \$59,718\*  
USEFM/NOR EFM/NOR MOH/NOR  
FP-7: \$35,014 to \$51,419\*

OR/OR MOH, FSN-07:  
CFA 7,022,842 to CFA 12,567,262

**NOTE: ALL QUALIFIED ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND ABLE TO QUALIFY FOR A BENINESE WORK PERMIT.**

The U.S. Embassy in Cotonou is seeking an individual for the position of **Public Affairs Assistant** in the Embassy Public Affairs Section.

Please note that this position is being advertised at the full level under vacancy announcement N0. 009/B-15. Respond only to the vacancy announcement for which you are qualified. Do not apply for both vacancies.

Applicants *must* submit a cover letter, a completed DS-174 (resume is not accepted) in one single PDF document. Required certificates should be attached as well as residency documents for third-country nationals. Applications without the required documents and those submitted in several attachments will not be considered.

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

## **BASIC FUNCTION OF POSITION**

Under the supervision of the Public Affairs Officer (PAO), the incumbent identifies and employs appropriate methods and resources to increase English language usage among the Beninese population. He/she works closely with the African Regional English Language Officer (RELO) to come up with new strategies and to execute existing programs to promote English language. Provides information, advice and counseling on educational opportunities in the USA. Guides prospective undergraduate and graduate students to select appropriate colleges and universities and to negotiate the U.S. admissions and financial aid process. Serves as information source on Beninese education for U.S. admissions officers, Embassy community and others engaged in the field of international education.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.**

- a) **Education:** Bachelor's degree in any field.
- b) **Prior Work Experience:** Two years' experience in an educational or professional setting, performing educational administration, teaching, or working in an office setting performing public outreach activities or professional experience involving interacting with groups of students or the public.
- c) **Language Proficiency:**  
Level IV English (fluent) speaking, reading and writing.  
Level IV French (fluent) speaking, reading and writing.

**English proficiency will be tested.**

- d) **Knowledge:** Must possess an-in depth knowledge of Beninese and West African culture and educational systems to best serve advisees. Additionally, the incumbent must be familiar with the U.S. higher education system.
- e) **Skills and Abilities:** Good written and oral communications skills. Interviewing skills to obtain information from clients, analyze the prospective student's requirements, search out digest information from a variety of sources, and provide it to the students. Must possess computer and internet skills. Must be able to use Microsoft Office.

**Computer and Internet skills will be tested.**

## **SELECTION PROCESS**

When fully qualified, both US 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 the 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. 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.
5. 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.
6. Priority consideration will be given to RIFed U.S. Mission to Benin former LES for a period of twenty-four (24) months after the date of separation. Such an applicant must qualify for the announced vacancy and must present an evaluation record for the past five years that demonstrates consistent effectiveness as an employee.

## **TO APPLY**

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

**NB: Items A & B must be in English.**

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

**SUBMIT APPLICATION TO:**

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: June 01, 2015 at 17:30**

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 or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

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

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

6. **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.