



AMERICAN EMBASSY, COTONOU

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 018-10

OPEN TO: All interested Candidates

POSITION: **Surveillance Detection Coordinator**

POSITION GRADE: USEFM/EFM/MOH/NOR: FP-8
(To be confirmed by Washington)

Ordinarily Resident (OR): FSN-6

OPENING DATE: November 23, 2010

CLOSING DATE: December 07, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US\$30,684 p.a. (Starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

*Ordinarily Resident (OR): CFA5,604,568 p.a. (Starting salary)
(Position Grade: FSN-6)

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 **Surveillance Detection Coordinator** in the Embassy Regional Security Office.

BASIC FUNCTION OF POSITION

The incumbent serves as the Surveillance Detection Program (SDP) Coordinator for the U.S. Mission in Benin. Manages the day to day operations of the Surveillance Detection Program (SDP) for all USG agencies in Benin. Provides general supervision for a total of twenty three (23) personnel comprised of four (4) SD Supervisors, eighteen (18) SD specialists and one (1) SD Analyst.

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

QUALIFICATIONS REQUIRED

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

- a) Education: Completion of secondary school.
- b) Prior Work Experience: One to two years of surveillance or related experience.
- c) Language Proficiency: Level III (good working knowledge) English and French, written and spoken. Level III Fon, spoken.
- d) Job knowledge: Must be familiar with procedures for planning, supervising, conducting and reporting surveillance. Must be capable of discerning normal traffic patterns, pedestrian behavior and choke points for USG facilities and travel routes.
- e) Skills and abilities: A valid driver's license. Skilled in the use of surveillance equipment. Level 2 keyboard/typing, word processing and basic computer skills. Must be able to work independently and adapt to rapidly changing circumstances without requesting guidance. Must have strong organizational, planning, supervisory and observations skills.

SELECTION PROCESS

When equally 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 US 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 RIF'ed U.S. Mission to Benin former LES for a period of twenty-four (24) months after the date of separation, if they qualify for the announced

vacancy and can 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:

N.B.: Items A, B & C must be in English

- A. Cover letter.
- B. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (**DS-174**); **or**
- C. A current resume or curriculum vitae that provides the **same information** found on the UAE; **or**
- D. 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**
- E. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- F. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Officer
American 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

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purpose of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see definition at #2) 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.

2. **Eligible Family Member (EFM).** An individual related to a US 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.

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. **Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service members 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 Chief of Mission as part of his/her household.

An 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 US Citizen.

5. **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 US Social Security Number (SSN)

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:
- Is locally resident; and,
 - Has legal, permanent and resident status within the host country; and,
 - Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: December 07, 2010 at 17H30

The US 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.