



**UNITED STATES EMBASSY, COTONOU**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 019/13**

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk

**POSITION GRADE:** **Full Performance Level:** USEFM/EFM/MOH/NOR: FP-8  
(To be confirmed by Washington)  
Ordinarily Resident (OR): FSN-06

**Developmental Level:** USEFM/EFM/MOH/NOR: FP-9  
(To be confirmed by Washington)  
Ordinarily Resident (OR): FSN-5

**OPENING DATE:** August 09, 2013

**CLOSING DATE:** August 23, 2013

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

**\*SALARY:** **Full Performance Level:** FP-8 \$35,753 to 52,504\* AEFM  
FP-8 \$30,684 to 45,060\*  
USEFM/NOR EFM/NOR MOH  
FSN-6 CFA 5,604,568 to CFA 9,943,448\*  
OR MOH

**Developmental Level:** FP-9 \$31,963 to 46,938\* AEFM  
FP-9 \$27,431 to 40,283\*  
USEFM/NOR EFM/NOR MOH  
FSN-5 CFA 4,336,975 to CFA 7,598,401\*  
OR MOH

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

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

**Special Note:** This position requires knowledge of laws, regulations and guidelines regarding consular work. Development level may be established depending on qualifications and experience.

The U.S. Embassy in Cotonou is seeking an individual for employment in country for the position of **Visa Clerk** in the Embassy Consular Section.

**BASIC FUNCTION OF POSITION**

Under the supervision of the Consular Officer, the incumbent serves as primary cashier, administrative assistant, and fraud prevention coordinator. Manages correspondence and files to include website updates, maintaining standard correspondence and responding to inquiries, updating standard operating procedure (SOPs) files, managing Enterprise Case Assessment Service (ECAS) workflow and ensuring record keeping systems' integrity. Screens incoming documentation and information from a variety of sources for American Citizen Services (ACS) applications, immigrant (IV) and non-immigrant (NIV) visas.

A copy of the complete position description listing all duties and responsibilities is available in the 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 (Baccalaureate).
- b) **Prior Work Experience:** Two years experience working with the public.
- c) **Language Proficiency:** English and French level IV (Fluent), reading, writing and speaking. English skills will be tested.
- d) **Job Knowledge:** Must be able to understand general mathematical concepts. Must be able to reconcile money and documents. Must be able to use Microsoft Office suite and specialized consular applications. Must know how to generate simple reports. Must possess a thorough knowledge of applicable laws, regulations, and procedures. Must possess a general knowledge of Benin and its cultural norms.
- e) **Skills and Abilities:** Must possess basic numerical skills. Must possess good typing skills. Must possess good written communication skills. Must have the ability to provide information on application procedures, responds to routine inquiries on a variety of subjects. Must have the ability to interact with mission personnel, the public, including United States, Beninese and third-country nationals. Must possess good interpersonal skills.

## **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 & C must be in English.**

- A. Cover letter.
- B. Universal Application for Employment (UAE) as Locally Employed Staff or a 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 U.S. 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.

## HOW TO SUBMIT AN APPLICATION

Application packages containing all the information listed in items "A" through "F" 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  
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](mailto:hrocotonou@state.gov)

## DEFINITIONS

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

- 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
  - 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)
5. **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 U.S. Government 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 U.S. Citizen.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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: August 23, 2013 at 13H30**

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.