



**UNITED STATES EMBASSY, COTONOU**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 014/15-T**

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

**POSITION:** Voucher Examiner, FSN-06; FP-8  
Training Level

**OPENING DATE:** April 20, 2015

**CLOSING DATE:** May 4, 2015

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

**\*SALARY:** AEFM, FP-8: \$36,353 to \$53,386\*  
USEFM/NOR EFM/NOR MOH/NOR  
FP-8: \$31,301 to \$45,967\*  
  
OR/OR MOH, FSN-06:  
CFA 5,604,568 to CFA 9,943,448

**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 **Voucher Examiner** in the Embassy Financial Management Section.

Please note that this position is being advertised at the full performance level under vacancy announcement N0. 014/15 with different experience requirements. Respond only to the vacancy announcement for which you are qualified.

Applicants *must* submit a cover letter, a completed DS-174 (resume is not accepted). Required certificates should be attached as well as residency documents for third-country nationals. Applications without those documents are not considered.

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

## **BASIC FUNCTION OF POSITION**

Under the direct supervision of the Financial Specialist, the incumbent serves as one of two voucher examiners in the Financial Management Office. Serves as the Mission's alternate timekeeper and one of two alternate cashiers.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 229 21 30 06 50, Ext. 4272/4291.

## **QUALIFICATIONS REQUIRED:**

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

- a) Education: Two (2) years of university level studies in Accounting, Economics, Auditing or Finance is required.
- b) Prior Work Experience: One (1) year of clerical experience in accounts maintenance, finance, bookkeeping, banking, auditing, or related accounting work is required.
- c) Language Proficiency:  
English Level III (Good Working Knowledge) speaking, reading and writing is required.  
French Level III (Good Working Knowledge) speaking, reading and writing is required.

**English proficiency will be tested.**

- d) Knowledge: Must be able to research, understand and apply complex U.S. Government financial management regulations, including Allowance Regulations, Federal Travel Regulations and others as they pertain to 4 FAM.
- e) Skills and Abilities: Proficiency in Microsoft Office applications, such as Excel and Word, and ability to effectively manage technical applications relating to accounting are required.

**Computer proficiency 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: May 4, 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**

- 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.
- 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.