



## **AMERICAN EMBASSY, COTONOU**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 012/B-10**

**OPEN TO:** All interested Candidates

**POSITION:** **Webmaster/Graphic Layout Artist/Photographer**

**POSITION GRADE:** USEFM/EFM/MOH/NOR: FP-7  
(To be confirmed by Washington)

Ordinarily Resident (OR): FSN-7

**OPENING DATE:** November 12, 2010

**CLOSING DATE:** December 07, 2010

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

**SALARY:** \*Not-Ordinarily Resident (NOR): US\$34,324 p.a. (Starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)

\*Ordinarily Resident (OR): CFA7,022,842 p.a. (Starting salary)  
(Position Grade: FSN-7)

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

**APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT 012/10 NEED NOT REAPPLY AS THEIR APPLICATION WILL BE CONSIDERED.**

The U.S. Embassy in Cotonou is seeking an individual for the position of **Webmaster/Graphic Layout Artist/Photographer** in the Embassy Public Affairs Section (American Cultural Center).

## **BASIC FUNCTION OF POSITION**

The incumbent serves as the Mission webmaster for the public access web page, the official photographer for the Embassy and the Arts and Graphics Technician for Public Affairs Section (PAS) publications. S/He maintains and updates the Embassy website on a daily basis and performs other functions to support PAS activities including taking photographs at Embassy events and designing graphic for PAS flyers, announcements and newsletter, and setting-up paper shows and arts exhibits for the American Cultural Center lobby.

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 schooling in general studies and completion of a two year post secondary course of study at a technical/vocational school in graphic arts, computer science or photography.
- b) Prior Work Experience: A minimum of 2 years of progressively responsible experience in the fields of computer programming, Internet and website management, electronic communications and computerized audio visual techniques. Including at least one year of progressively responsible experience in designing, laying out graphic artwork; and experience in taking photos and in processing digital photos.
- c) Language Proficiency: English and French Level IV (fluent) written and spoken.
- d) Job knowledge: Excellent knowledge of Internet and electronic communications issues, databases and webpage design. Good fundamental knowledge of electronic communication and computer applications in order to assist with Digital video Conferences and webchats, as well as posting of podcasts. Must have some working knowledge of photography, videography, as well as knowledge of how to operate audio visual equipment.
- e) Skills and abilities: Ability to type, computer literacy, including but not limited to knowledge of word-processing, HTML, e-mail, and web page maintenance. Must have strong English writing skills, be able to translate newspaper articles and other media. Ability to work with website programming languages (such as HTML). Creativity is necessary in order to design an attractive website; design exhibits; and event invitations, flyers, programs. Ability to take good photographs.

## **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:**

- 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](mailto: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.