



## AMERICAN EMBASSY, COTONOU

### VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 012/11**

**OPEN TO:** All Agencies Appointment Eligible Family Members (AEFMs)

**POSITION:** **Community Liaison Officer (CLO)**

**POSITION GRADE:** FP-06  
(To be confirmed by Washington)

**OPENING DATE:** April 19, 2011

**CLOSING DATE:** Until Filled

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

**SALARY:** FP-06 \$44,737 to \$65,697\*

**NOTE:** ONLY US CITIZEN APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFM) OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION (COM) AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER MUST BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Cotonou is seeking a U.S. citizen Eligible Family Member (AEFM) for employment as a **Community Liaison Officer** in the embassy's Management section.

#### **BASIC FUNCTION OF POSITION**

The Community Liaison Officer (CLO) functions as a resource and advocate for employees and family members at post. He/she works directly for the Management Officer and assists individuals in adjusting to the post environment. Identifies the needs of the U.S. Mission

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

community and responds with appropriate services, information, referral, and advises post management on community matters.

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.
- b) Prior Work Experience: Two to three years in an area involving problem solving for a diverse, complex customer or client population, including advocacy on behalf of others, effectively working with officials at all levels of an organization; as well as interpreting, adapting and applying regulatory or procedural materials is required.
- c) Knowledge: Knowledge of US Government agencies at post, their organization and personnel. A good understanding of host country environment.
- d) Language Proficiency: Level IV fluent English.
- e) Skills and Abilities:
  - Ability to analyze and define long-term goals, determine effective use of resources, and implement programming responsive to community needs.
  - Ability to recognize, evaluate, and manage potential conflicts inherent to serving the needs of a diverse community.
  - Ability to deal with all levels of post management in the identification and resolution of morale issues and implementation of responsive policies.
  - Ability to coordinate with other elements of the Mission to ensure program success.
  - Ability to develop and maintain effective contacts in local business, educational, and service communities.
  - Ability to listen and respond to quality of life concerns in a professional and sensitive manner. The CLO is a caregiver who often deals with issues that are subjective in nature and relate directly to overall mental and physical well-being of the client(s) or community as a whole. Most have the discretion to handle any sensitive cases appropriately.
  - Should have computer skills sufficient to learn how to publish Embassy newsletter using Microsoft Word and Microsoft Publisher.

### **SELECTION PROCESS**

When fully qualified, US Veterans who are already USEFMs 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 residency status in determining successful candidacy.
2. 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.
3. 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 serving in a position with a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Top Secret (TS) security clearance.

## **TO APPLY**

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

- A. Cover letter.
- B. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174, available on-line on US Embassy website); 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 should be scanned into pdf format and sent as a single file to the following E-mail address. Paper applications mailed to the embassy will not be accepted for this vacancy announcement.

There is no deadline for submission of an application package while this vacancy announcement remains active and advertised.

Management Officer  
American Embassy  
Rue Caporal Bernard Anani  
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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
- Is residing at the sponsoring employee's post of assignment abroad,
- Does not receive a Foreign Service or Civil Service annuity

**CLOSING DATE FOR THIS POSITION: Until Filled**

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.