



AMERICAN EMBASSY, COTONOU

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 005/11

OPEN TO: All Agencies AEFM/USEFM/EFM/MOH

POSITION: **Special Projects Assistant**

POSITION GRADE: FP-06; FSN-8

OPENING DATE: March 24, 2011

CLOSING DATE: April 07, 2011

WORK HOURS: Full Time; 40 hours/week

SALARY: FP-06 \$44,737 to \$65,697* AEFM
FP-06 \$38,394 to \$56,583* USEFM/NOR EFM/NOR MOH
FSN-8 CFA 9,268,722 to CFA16,722,140* OR MOH

The U.S. Embassy in Cotonou is seeking an individual for employment in country for the position of **Special Projects Assistant** in the Embassy Executive Section.

BASIC FUNCTION OF POSITION

Under the supervision of the Deputy Chief of Mission (DCM), provides special project and administrative support to the Front Office. Provides back-up and special administrative support on Mission events and projects to other sections when needed. Supports representational and community activities for the Mission at the Chief of Mission Residence (CMR). Works with the Information Management Office and the Public Affairs Section on matters relating to Social Media and material to be posted on the Inter- and Intranet.

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

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: Minimum of one year of professional experience.
- c) Language Proficiency: Level IV (fluent) English and Level I (rudimentary) French.
- d) Job Knowledge: Knowledge of US Government agencies at post, their organization and personnel. A good understanding of host country environment.
- e) Skills and Abilities: Superior computer skills in the MS Office suite and Windows. Strong knowledge of social media applications, Internet, publishing software, and home movie editing and publishing software. Excellent communication skills. Good interpersonal and active listening skills, ability to maintain confidentiality and the ability to work well and closely with Americans and Locally Engaged Staff.

SELECTION PROCESS

When fully qualified, both US Citizen Eligible Family Members (USEFMs), and US 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 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 currently hired into a position with a When Actually Employed (WAE) work schedule.

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 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.

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. **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
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 US 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: April 07, 2011 at 17H30

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.