



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11/090

OPEN TO: All Interested Candidates/All Sources

POSITION: Webmaster FSN-08/FP-06

OPENING DATE: July 29, 2011

CLOSING DATE: August 12, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: P139, 390 p.a. (Starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The International Law Enforcement Academy (ILEA) based in Otse is seeking an individual for the position of Webmaster.

BASIC FUNCTION OF POSITION:

Responsible for technical maintenance of the ILEA website; supports the ILEA Facebook pages and a broad range of electronic and social media platform functions in a complex Mission-wide strategy, with emphasis on digital advocacy and outreach. Working with senior ILEA staff, uses web-based information dissemination and communication tools and technologies to assist efforts to reach and engage target audiences interested in USG and ILEA policies and programs; researches and recommends new materials for use in the ILEA website and social media outreach efforts; assists in moderating interaction with self-selected audiences wishing to contact, query or otherwise engage the ILEA; supports maintenance of websites by posting new materials and edits as instructed, collaborating with the ILEA sections and IT staff for continuity; maintains contacts with the telecom industry and web masters in country.

1. A copy of the complete position description listing all duties and responsibilities is available in our internet site http://botswana.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

-- University/College studies/completion of IT diploma in one of the following fields: telecommunications, information science, information technology is required.

-- One year experience in information technology with web master responsibilities is required.

- Level IV English and Setswana is required (fluent both written and spoken).
- Excellent knowledge of the current and emerging state of information technology, web 2.0 and social media principles and procedures, and computers and software related to webpage design and graphics. Good working knowledge of html, java script and other programming languages
- Proven ability to design compelling websites/social media sites.

SELECTION PROCESS

When fully qualified, U.S. 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 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.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); **plus**
4. Candidates who claim US 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

FAILURE TO DO SO WILL RESULT IN AN INCOMPLETE APPLICATION.

- A. Position Title

- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO:

Human Resources Assistant
American Embassy
P.O. Box 90
Gaborone (or hand deliver)
Or email: HROGaborone@state.gov

POINT OF CONTACT

Name: Motlalepula Mmakgonya
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CLOSING DATE FOR THIS POSITION: August 12, 2011

The US Mission in Gaborone 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.