

VACANCY ANNOUNCEMENT

American Embassy Ouagadougou

15/11

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

DATE: June 16, 2015

POSITION: COMMUNITY LIAISON OFFICE COORDINATOR FP8-FP6 (FLO makes the grade determination)

OPENING DATE: June 16, 2015

CLOSING DATE: July 16, 2015

POSITION NUMBER: 97001151

WORK HOURS: PART-TIME (25 Hours/week)

SALARY: Salary will be based on qualifications of the applicant
Position Grade: (FLO makes the grade determination)

NOTE: Only qualified U.S. citizen eligible family members (AEFMs) (as defined below) of U.S. government employees assigned to post under Chief of Mission Authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM Authority does have to be officially assigned to post and the AEFM must be on the travel orders. This position is for one part-time Co-CLO applicant.

The U.S. Embassy in Ouagadougou is seeking an Eligible Family Member (EFM) or Member of Household (MOH) for employment for the position of **Co-Community Liaison Office Coordinator** in the **Management Office**. **This is a job share position.**

BASIC FUNCTION OF POSITION

The CLO serves all U.S. Government employees and family members at the U.S. Embassy Ouagadougou. The Community Liaison Office Coordinator (CLO) strives to improve and maintain the morale and quality of the employees and family members through sponsorship and orientation, information and referral services, and cultural and recreational programs.

QUALIFICATIONS REQUIRED

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

1. Education

Minimum a High School Diploma is required. A university degree is not required, although desirable.

2. Prior Work Experience

Requirement for 3 to 5 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.

3. Language Proficiency

Level III (Good Working Knowledge) Reading/Writing/Speaking in English is required.

4. Job Knowledge

Must exercise a well-developed knowledge of all USG agencies at post, the agency composition, its officers, major agency functions, and staff. Must have a good understanding of host country environment sufficient address relocation and cross cultural issues/concerns of USG employees and their families.

5. Skills and Abilities

Basic writing ability, with typing work processing and drafting skills to prepare the newsletter, correspondence, and reports is required.

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. 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.

ADDITIONAL INFORMATION:

***This is a sensitive level FMA position graded at FP-6 level. Candidates for employment are normally hired at the first step, but additional steps may be considered if experience in a similar USG position at a higher pay level can be verified (see definitions on HPR and SQR below). If the selected candidate does not qualify at the full performance level, he/she will enter at a lower grade level and will receive an upgrade after one year. FLO determines the hiring grade. All candidates for employment with the US Mission must pass a background check or security investigation. This position requires a Top-Secret clearance. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary security clearance.**

TO APPLY

A) - Required forms: Interested applicants for this position must submit the following, or the application will not be considered:

1. New form: Application for Employment as a Locally Employed Staff or Family Member –DS-174 **completed in English** (available on the Embassy Web site and at S/C.A.C west side entrance of the Embassy), **and**
2. A current resume or curriculum vitae **in English** that provides the same information as a DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

B) - Required documentation/attachments: 1). photocopies of attestations/certificates of work, service, trainings; essays. 2). photocopies of diplomas, degrees, awards earned that address the qualification requirements of the position as listed above.

Note:

- Applicants should retain original copies of all documentation which accompanies their applications for their records.
- All applications **must** be submitted in English.
- All applications that are not completed in English will not be considered.
- All applications received after the deadline will not be considered.
- All applications **must** be for an open/advertised position.
- Only shortlisted applicants will be contacted.

SUBMIT APPLICATION TO

U.S. Embassy Ouagadougou
Attn: Human Resources Officer
Application for **Community Liaison Office Coordinator, VA# 15/11**
01 B.P. 35 Ouagadougou 01,
Secteur 15, Ouaga 2000
Avenue Sembene Ousmane, Rue 15.873
E-mail: HROuaga@state.gov
Phone: (226) 25-49-53-00

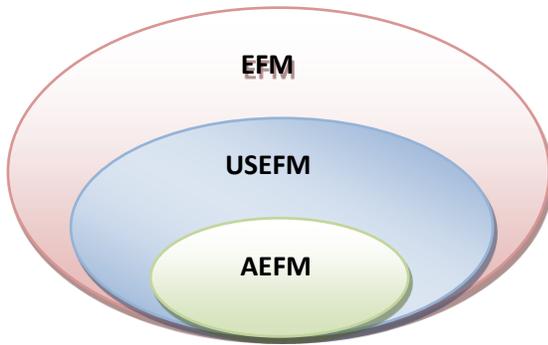
**ALL APPLICATIONS MUST BE RECEIVED AT THE EMBASSY
NO LATER THAN JULY 15, 2015 AT 5:00 P.M.**

The U.S. Mission in Ouagadougou, Burkina Faso 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.

Drafted by: HRA/KCartier KCartier
Cleared by: HRO/MKKatterson MKK
Approved by: MGMT/ JMeeks Jm

Appendix A **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. - citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **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.

2. **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, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. 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, or at an office of the American Institute in Taiwan (*AIT*), 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, or at an office of the American Institute in Taiwan. 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.

4. **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).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **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.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

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. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References