

VACANCY ANNOUNCEMENT

American Embassy Ouagadougou

14/017

DATE: July 9, 2015

POSITION: CONSULAR ASSOCIATE-EFM, FP-06-07
(To Be Confirmed by Consular Bureau)

OPENING DATE: July 9, 2015

CLOSING DATE: August 7, 2015

POSITION NUMBER: 358501 A32001

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR) **USD 40,665- 45,487** (Starting salary)
(Position Grade: FP-06-07/1 -To Be Confirmed by Consular Bureau)

NOTE: ALL CANDIDATES MUST BE ABLE TO OBTAIN AND HOLD A SECRET SECURITY CLEARANCE.

The U.S. Embassy in Ouagadougou, Burkina Faso is seeking qualified candidates for employment for the position of **Consular Associate** in the Consular Section beginning November 2015.

BASIC FUNCTION OF POSITION

Consular Associate will work under the direction of the Consular Chief and will assist in providing a range of consular work including visa services, American Citizen Services, passport/nationality services, federal programs, and other related duties. The position encompasses duties and responsibilities such

as data entry, fingerprinting, name checks, scanning and filing documents, monitoring correspondence and assisting consular officers.

QUALIFICATIONS REQUIRED

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

a. Education

A high school diploma is required.

b. Prior Work Experience Job Knowledge

FP-6: One year of consular work experience within the last five years is required.

FP-7: None required.

c. Post Entry Training

Successful completion of the FSI Basic Consular Course PC-530.

d. Language Proficiency

Level IV (Fluent) Speaking/Reading/Writing English is required

e. Job Knowledge

Strong knowledge of basic consular laws, regulations and procedures. Strong knowledge of office procedures. Working knowledge of fraud prevention techniques. Strong knowledge of PCs and PC based software.

f. Skills and Abilities

Ability to correspond and correspond with American citizens, visa applicants, members of the diplomatic corps, high level government officials and with U.S. Congressional staff. Exercise of tact and good judgment in dealing with the public. Strong written and oral communication skills in English. Must be able to obtain and maintain a secret security clearance.

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 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.
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. The candidate must be able to obtain and hold a **secret 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.
- All applications must be submitted in English
- Applications not fully completed will not be considered.
- Applications that are not completed in English will not be considered.
- Applications received after the deadline will not be considered.
- All applications **must** be for an open/advertised position.
- Only short listed applicants will be contacted.

SUBMIT APPLICATION TO:

U.S. Embassy Ouagadougou

Attn: Human Resources Officer

Application for **CONSULAR ASSOCIATE VA#15/17**

01 B.P. 35 Ouagadougou 01,

Secteur 15, Ouaga 2000

Avenue Sembene Ousmane, Rue 15.873

E-mail: HR0ouaga@state.gov

Phone: (226) 25-49-53-00

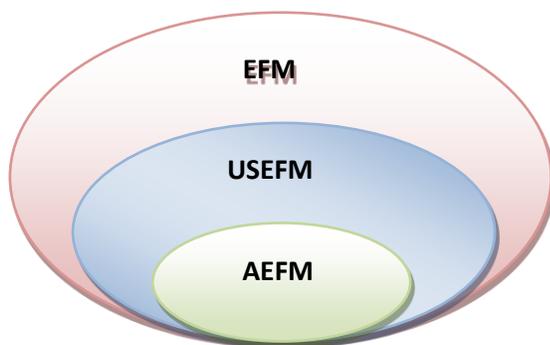
**ALL APPLICATIONS MUST BE RECEIVED AT THE EMBASSY
NO LATER THAN August 7, 2015**

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 KAC
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Approved by: A/MGMT/ JHeinbeck JH

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