

MANAGEMENT NOTICE

U.S. Mission - American Embassy Ouagadougou

VACANCY ANNOUNCEMENT NUMBER: 16-007

NUMBER: 050/2016

DATE: July 15, 2016

OPEN TO: *All interested candidates / All Sources*

POSITION: *CONSULAR ASSISTANT*

OPENING DATE: *July 19, 2016*

CLOSING DATE: *August 02, 2016*

WORK HOURS: *Full-time, 40 hours per week*

SALARY: **Ordinarily Resident (OR): Position Grade: FSN-7
CFA 8,910,288 p.a. (Starting Salary)*

Not-Ordinarily Resident (NOR): FP-7

**Final grade/step for NORs will be determined by Washington.*

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

The U.S. Mission in Ouagadougou, Burkina Faso is seeking eligible and qualified applicants for the position of Consular Assistants at the Consular Section.

BASIC FUNCTION OF POSITION

This is one of four LES positions located in the Consular Section. Under the direction of the Consular Officer, incumbent performs a range of consular work in visa services, American citizen service and federal benefits programs, as well as other related duties.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Completion of four-year undergraduate education in general a study is required. Equivalent will be is a three-year License.

2. EXPERIENCE: Three years of experience in office clerical work, involving customer service and team work is required. A lesser amount of experience being acceptable if the person has had prior experience in visa work.

3. LANGUAGE:

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

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

Level IV (Fluent) in one additional local language Reading/Writing/Speaking is preferred

English language skill will be tested

4. SKILLS AND ABILITIES: Must be able to work with accuracy and speed. Must be able to deal effectively with the public, exercising tact, and be able to work under pressure and time constraints. Must be able to use word processing and Outlook email with fast and accurate keyboarding and data entry skills. Must have good hand-eye coordination and dexterity. Must demonstrate attention to detail and ability to work effectively as a team. Must be able to work independently with minimal supervision. **These skills will be tested.**

5. JOB KNOWLEDGE:

Must have basic understanding of U.S. immigration laws, regulations and policies. Must have working knowledge of Burkinabe laws, customs, and civil documents. Must know how the immigrant visa and non-immigrant visa process works; must know how to operate the Immigrant Visa Applicant Processing System and Non-immigrant visa Applicant Processing System. Must know Word and Outlook; must know the duties of team members and the basic functions of other positions in the Section.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office on HROouaga@state.gov.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran**
- (2) USEFM OR a preference-eligible U.S. Veteran**
- (3) FS on LWOP**

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to pass a local background investigation.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

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

1. **Universal Application for Employment (UAE) (Form DS-174), completed in English which is available** on the Embassy Web site and at S/C.A.C west side entrance of the U.S. Embassy at Ouaga 2000)
2. 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, or 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.
- 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.
- Applications (DS-174) that are not signed will not be considered.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

SUBMIT APPLICATION TO

U.S. Embassy Ouagadougou
Attn: Human Resources Office

Application for CONSULAR ASSISTANTS, VA# 007/2016 – FSN 07

01 B.P. 35 Ouagadougou 01, Secteur 15, Ouaga 2000
Avenue Sembene Ousmane, Rue 15.873

E-mail: HROouaga@state.gov

Phone: (226) 25-49-54-98

Burkina Faso

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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: HRS: HDabo /s/ Dabo
Cleared by: HRO: MKKatterson /s/ MKK
Cleared by: CON: CHeinbeck/S/ CH
Approved by: MGMT: PGresham /s/ PG

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- 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.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.