MANAGEMENT NOTICE

American Embassy Ouagadougou

To: All Mission Employees

NUMBER: -----/2012 **DATE: September 26, 2012**

SUBJECT: VACANCY ANNOUNCEMENT: VA #-12/032

OPEN TO: **Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies.**

POSITION: Surveillance Detection Coordinator – FSN 07; FP-07*

OPENING DATE: September 26, 2012

CLOSING DATE: October 10, 2012.

POSITION NUMBER: PSA 100586

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): **CFA 6,802,923 p.a** (Starting Salary)
(Position Grade: FSN-07)
*Not-Ordinarily Resident (NOR)
(Position Grade: FP-07 will be confirmed by Washington)

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

The U.S. Embassy in Ouagadougou, Burkina Faso is seeking qualified candidates for employment for the position of **Surveillance Detection Coordinator** in the Regional Security Office.

BASIC FUNCTION OF POSITION

Under the direction of the Regional Security Officer (RSO), the Surveillance Detection (SD) Coordinator assists in the day-to-day overall operational management of the SD team. Coordinates daily operational planning and deployment of SD personnel. Serves as the main liaison point of contact with other agencies at post on SD related matters. Coordinates training and budgetary issues with the RSO.

QUALIFICATIONS REQUIRED

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

a. Education
Must have completed a secondary education

b. Prior Work Experience Job Knowledge
Police, military, or security experience with more than two years of increasing supervisory experience.

c. Language Proficiency
Level III (good working knowledge) of writing and speaking in both French and English is required.
English language skills will be tested

d. Job Knowledge
Must be familiar with and understand local laws and customs to properly carry out SD duties.

e. Skills and Abilities
Must possess a valid driver's license. Must be able to interact with all members of the Official American Community, host government security forces and the public. Proficiency in preparing written and oral reports. Able to adjust to changing situations.

SELECTION CRITERIA

When fully qualified, 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. 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**) **completed in English**;
2. If you choose you may also provide a current resume or curriculum vitae **in English** that provides the same information found on the UAE (*see Appendix B*); **plus**

3. 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.
4. Any other documentation (e.g., essays, certificates, awards) that addresses 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/advertized position.
-Only short listed applicants will be contacted.
Current embassy employees do not need to provide a Work Attestation.

SUBMIT APPLICATION TO:
U.S. Embassy Ouagadougou
Attn: Human Resources Section
Application for* Surveillance Detection Coordinator, *VA#12/032
01 B.P. 35 Ouagadougou 01, Secteur 15, Ouaga 2000
Avenue Sembene Ousmane, Rue 15.873
E-mail: HROouaga@state.gov
Phone: (226) 50-49-53-00 / Fax: (226) 50.49.56.28
Burkina Faso

ALL APPLICATIONS MUST BE RECEIVED AT THE EMBASSY NO LATER THAN: OCTOBER 10, 2012 AT 05:00PM

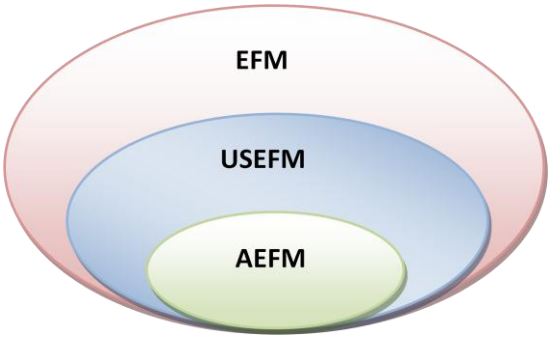
PLEASE DEPOSIT YOUR APPLICATION IN THE HR BOX AT THE SCAC

The US 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–ABambara_/S/_____
Cleared by: HRO: CAMFagan_/S/_____
Cleared by: RSO: JHicks /S/_____
Approved by: MGMT: SCN'Garnim /S/_____

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

Distribution: All Mission Personnel
All EFM