

MANAGEMENT NOTICE

American Embassy Ouagadougou

TO: All State Department Personnel and Heads of Other Agencies

NUMBER: -----/2011

DATE: December 30, 2011

SUBJECT: VACANCY ANNOUNCEMENT

NOTE: All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: ADMINISTRATIVE ASSISTANT,
FSN-07 – FP*-07

OPENING DATE: December 30, 2011

CLOSING DATE: January 18, 2012

POSITION NUMBER: PSA 100548 – SHORT TERM CONTRACT

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): CFA 6,802,923 p.a (Starting Salary)
(**Position Grade:** FSN-10)
*Not-Ordinarily Resident (NOR)
(**Position Grade:** FP-05 will be confirmed by Washington)

The U.S. Embassy in Ouagadougou is seeking qualified candidates for employment for the position of **Administrative Assistant**.

This position is located in the Overseas Building Operations (OBO). Supervision is provided by the OBO Project Director.

Basic Function of Position

The Administrative Assistant will provide the full range of administrative support to the OBO Project Director (PD) and Site Security Coordinator (SSC), with responsibilities in office management, site security management, knowledge of processing shipping documents and obtaining customs clearances and VAT exonerations to the Government of Burkina Faso (GoBF).

This is mixed position with responsibilities to the myriad administrative and office managerial duties at the construction site and security office.

A copy of the complete position description listing all duties and responsibilities is available on the Embassy website, follow the link <http://ouagadougou.usembassy.gov/jobs.html> and in the Human Resources Office (Ext: 5616). Send an email to the HRO mailbox at hroouaga@state.gov to request a copy.

Required Qualifications:

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

- **Education:** A college degree in business or secretarial field is required.
- **Work Experience:** Three (3) years prior Clerical or Office manager experience is required. Experience in clearing shipments through Burkina Faso's customs is required.
- **Language Proficiency:** English Level III (good working knowledge), reading, writing and speaking is required. French Level IV (fluency), reading and speaking English is required. **English language skills will be tested.**
- **Knowledge:** Must have a good working knowledge of general office operations, proficiency with Microsoft Office software, be able to navigate the Internet and be able to draft official correspondence, such as letters and cables. Must be able to take minutes of meetings. Knowledge of shipping procedures, including working with local freight forwarders and knowledge of Government of Burkina Faso customs procedures.
- **Skills and Abilities:** Must be fully competent in Microsoft Word and Excel. Must have a good knowledge of general office procedures including preparation of correspondence, ordering supplies, coordinating travel arrangements and management of filing system. Must have level II typing skills. Must have good interpersonal skills. Writing skills are required.

Selection Criteria

When equally qualified US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 under PIP or 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 FMA appointment 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 (UAE) as a Locally Employed Staff or Family Member (**DS-174**); **and**
2. 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 required documentation/attachments (e.g., photocopies of essays, attestations/certificates of work, service, trainings, 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 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.

Submit application to:

U.S. Embassy Ouagadougou
Attn: Human Resources Office
01 B.P. 35 Ouagadougou 01
Burkina Faso

POINT OF CONTACT

E-mail: hroouaga@state.gov
Phone: (226) 50-49-53-00 Ext. 5656
Fax: (226) 50-49-56-28

DEFINITIONS

1. *AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:*

- US citizen;
- Spouse or child who is at least age 18;

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.
2. EFM: Family Members of at least 18 years of age and listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
 3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
 4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
 5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: JANUARY 18, 2012 05:00 P.M.

The U.S. Mission in Ouagadougou 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.

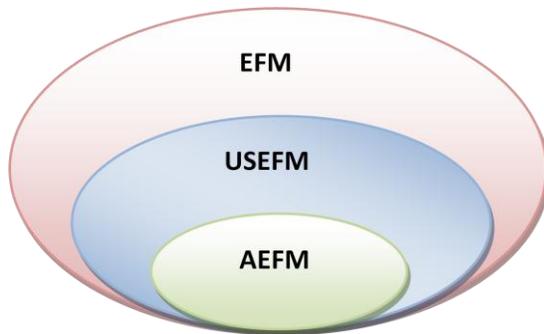
Drafted by: HR Assistant_WRKabore_____

Cleared by: HRO: CAFagan – OBO-PD MPFranke_____

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.

5. **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.

6. **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.

EFGs 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 EFM