



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

Vacancy Announcement No. 2013-01

January 7, 2013

**Open To:** U.S. Citizen Eligible Family Members (USEFMs) – All Agencies

**Position:** Community Liaison Office Coordinator (CLO) –FP-6

**Opening Date:** Immediate

**Closing Date:** January 21, 2013

**Work Hours:** Part-time; 20 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of part-time **Community Liaison Office Coordinator**. This position requires a TOP SECRET security clearance.

**Note:** Two EFMs staff the position, each working fifty percent of the time and each with full responsibility based on designated portfolios. Once encumbered, the CLOs will work with their supervisor, the Management Officer to establish work schedules and a division of labor.

Only U.S. citizen Eligible Family Members (USEFMs) affiliated with U.S. government employees assigned to U.S. Embassy Bujumbura, Burundi 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.

## **BASIC FUNCTION OF POSITION:**

The Community Liaison Office Coordinator (CLO) develops and manages a comprehensive post program to maintain high morale. Morale is directly affected by quality of life issues related to the FS lifestyle and post-specific environment. Host country environmental factors include but are not limited to lack of infrastructure, host-country customs and laws, sanitation and health issues, hardship, danger, and isolation. The CLO identifies the needs of the post community and responds with effective programming, information and resources, and referrals. Serving as the community advocate for employees and family members, the CLO advises post management on quality of life issues, recommends solutions, and advocates effectively to promote family friendly post policies.

The CLO program regularly includes the expanded Mission community, which includes TDYers, contractors, and FSNs.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

The duties of the CLO are defined in eight areas of responsibility: employment liaison, crisis management and security liaison, education liaison, information and resource management, guidance and referral, welcoming and orientation, community liaison, and event planning. The CLO develops and administers a program plan across the 8 areas, which is client-driven and responsive to post-specific needs.

The CLO is responsible for developing and managing a program based on community demographics and post-specific needs. Development and implementation of the program has direct impact on post morale and

affects overall work performance, productivity, retention, community spirit, and individual and family well-being in a foreign environment. The CLO develops evaluation criteria and conducts periodic surveys to assess program efficacy. Based on analysis of formal and informal surveys, the CLO develops and implements a long-range program plan that outlines goals to maintain and enhance morale at post.

On a daily basis, the CLO provides support and guidance to client(s) on quality of life issues under the broad portfolio of CLO responsibility. These issues reflect the broader challenges endemic to the FS lifestyle and are specifically influenced by environmental factors at post. The CLO deals with complex and emotionally-charged issues that require sound judgement and thoughtful responses. The host country social and work environments as well as political stability and infrastructure further define the challenges to community morale that the CLO must address.

The complexity of issues in the daily administration of the program requires knowledge of pertinent DOS regulations, programs, and policies, as well as host-country laws, practices, and mores. This knowledge is particularly critical to performance of CLO duties as employment liaison, education liaison, and crisis management and security liaison where USG and State Department regulations, policies and initiatives govern programs and benefits critical to the general well-being of FS employees and family members overseas.

Performs other miscellaneous duties as directed.

A copy of the complete position description listing all duties and responsibilities is available at <http://burundi.usembassy.gov/employment-opportunities.html>.

## **QUALIFICATIONS REQUIRED**

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

**Education** - Minimum High School degree required.

**Experience** – Minimum of 3 years experience working in a field 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.

**Language** - Level 4 (Fluency) Speaking/Reading/Writing English is required.

## **Skills and Abilities**

- Ability to analyze and define long-term goals, determine effective use of resources, and implement programming responsive to community needs.
- Ability to recognize, evaluate, and manage potential conflicts among a diverse community.
- Ability to deal with all levels of post management in the identification and resolution of morale issues and implementation of responsive policies.
- Ability to coordinate with other elements of the Mission to ensure program success.
- Proficiency in use of computer and MS Office software package
- Ability to develop and maintain effective contacts in local business, educational, and service communities.
- Ability to listen and respond to quality of life concerns in a professional and sensitive manner.
- Ability to obtain and maintain a TOP SECRET security clearance.

The CLO often deals with issues that are subjective in nature and relate directly to the overall mental and physical well-being of the client(s) or community as a whole.

### SELECTION PROCESS

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

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- 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.
- 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.

### TO APPLY

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/employment-opportunities.html> and click on the link "Application form." Interested applicants for this position must submit the following or the application will not be considered.

1. Application for US Federal Employment (DS-174); and a current resume or curriculum vitae that provides additional information to the DS-174; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. All documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**CLOSING DATE FOR THIS POSITION: January 21, 2013 at 5 PM**

SUBMIT APPLICATION TO:  
**Human Resources Office**  
**Embassy of the United States**  
No.50 Avenue des Etats-Unis  
B.P 110-01-02 Bujumbura, Burundi  
Ref.: Position Title

***The US Mission in Bujumbura 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 Human Resources practices, and/or courts for relief.***

**DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US 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:
    - 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
    - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
  - Spouse;
  - 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.
3. 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.