



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

Vacancy Announcement No. 2012-15

October 3, 2012

**Open To:** All interested persons  
**Position:** Senior Mail Room Clerk FSN-05  
**Opening Date:** Immediate  
**Closing Date:** October 19, 2012 at 17:00  
**Work Hours:** Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of **Senior Mail Room Clerk** in the Information Programs Center Section.

## BASIC FUNCTION OF POSITION

The Senior Mailroom Clerk is responsible for the processing of all incoming and outgoing diplomatic pouches including special courier door-to-door service/delivery (FedEx, DHL, UPS, etc).

## MAJOR DUTIES AND RESPONSIBILITIES

**80% OF TIME**

Senior Mail Clerk. The incumbent is the primary point of contact for all official unclassified U.S. Government correspondence including the receipt and delivery of all personal mail and unclassified pouch for embassy Bujumbura. The incumbent will ensure the proper and timely distribution and delivery of all incoming unclassified mail, pouch and other official embassy correspondence. The incumbent will ensure that all outbound official embassy correspondence is prepared for shipment in accordance to DoS regulations and inform all concerned of the receipt and dispatch of incoming and outgoing diplomatic pouch via the ILMS portal for unclassified pouch tracking. The incumbent will also ensure the prompt receipt and delivery of all special courier door-to-door service/deliveries including all FedEx, DHL, UPS and other special courier services. One critical component of the position is to ensure that all incoming mail, pouch, packages, etc are properly screened and reviewed for any potential problems or concerns related to possible contamination or exposure to lethal substances: if uncertain how to proceed you must contact the RSO's office for assistance. Analyzes mail service costs and provides cost saving recommendations to the IPO for possible implementation. Seeks innovative ways to improve upon mail/pouch routing, delivery and shipment.

Customs Clearing: The incumbent will be required to prepare and submit all the mandatory customs clearance documentation for the processing and clearing of all incoming diplomatic unclassified pouches as well as all official special diplomatic crates. The incumbent will pick-up

and transport all pouches received at the airport directly to the embassy for immediate dissemination as directed by the IPO. It is of utmost importance that the incumbent maintain a solid working relationship with airport personnel and all involved with the release of the embassy unclassified pouch.

**15% OF TIME**

Classified Pouch: The incumbent will work closely with IPC personnel in supporting the monthly classified pouch operations to include arranging all transportation for the secure pickup and delivery; prepare all correspondence required for tarmac access and airport clearances as needed; and work closely with the Kenyan airlines in order to facilitate the exchange and dispatch of the outgoing classified pouch.

Other Duties as Assigned

**5% OF TIME**

### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education** - Completion of secondary school required.
- b. **Prior Work Experience** - One to two years of progressive experience processing mail in a business environment.
- c. **Post Entry Training** - On the job training, and review of DoS regulation as outlined in the FAM and FAH for the handling of the Diplomatic unclassified mail and pouch.
- d. **Language Proficiency** – Ability to speak, read and write: Level III English, French and Kirundi.
- e. **Knowledge** – Must have knowledge of mail regulations and the local postal systems for the handling of international, ordinary and registered mail and parcels.
- f. **Skills and Abilities** - Must have a valid/current driver’s license. Able to establish priorities in handling mail and parcel expedition or receipt. Able to contact maintenance company when there is a problem with the embassy copier which he/she cannot resolve him/herself.

### **POSITION ELEMENTS**

- a. **Supervision Received** - Mailroom Clerk works under the direct supervision of the IPO.
- b. **Available Guidelines** - DoS Regulations and policy as outlined in the 14 FAH-4 Handbook, for additional information please see <http://pouch.a.state.gov/> for online assistance
- c. **Exercise of Judgment** - Must be able to maintain an organized workspace and procedures that promote the efficient processing of official and unofficial mail.
- d. **Authority to Make Commitments** - None
- e. **Nature, Level and Purpose of Contacts** - Embassy staff, airport officials, express mail agencies, and local post office.
- f. **Supervision Exercised** – Supervises one Messenger/Distribution Clerk.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position** – 6 months

**SELECTION PROCESS**

When fully qualified, U.S. 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. 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.
4. 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**

Interested candidates for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information as an DS-174; **plus**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office  
Attention: The Human Resources Officer  
Embassy of the United States  
Avenue des Etats Unis  
B.P 1720 Bujumbura  
Position Title:  
or  
Email: [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov)

**POINT OF CONTACT**

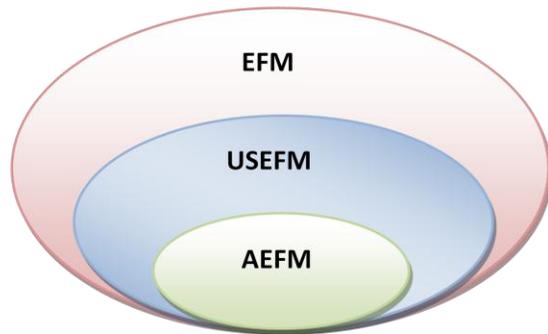
Telephone: +257. 22.207.263

**CLOSING DATE FOR THIS POSITION: October 19, 2012 at 17:00**

*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 personnel practices, and/or courts for relief.*

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US 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. **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:
    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
  - Is 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 US 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 US 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 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 Local Compensation Plan (LCP).

Approved: MO IHicks Jr.  
Drafted: HRA PNdibanje  
HRA AJAffer  
Cleared: HRO BMarkowitz  
IMO TLowder