



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

Vacancy Announcement No. 2012-02

January 18, 2012

**Open To:** Open to All Interested Applicants  
**Position:** Protocol Assistant FSN 120-(07) T  
**Opening Date:** Immediate  
**Closing Date:** February 10, 2012 at 17:00  
**Work Hours:** Full-time; 40 hours/week

*Note: This position has two or more major components of unique work that the incumbent must master before being promoted to the FSN-8 grade. The major components of work will be broken down so that the incumbent learns and masters each segment of work individually over a 1-year period until full expertise is attained in all areas of work.*

## **BASIC FUNCTIONS**

Assist the Ambassador and Ambassador's Office Manager (OM) in a variety of protocol related matters. This includes duties such as arranging meetings for the Ambassador and other U.S. officials and visitors with members of the government and other officials in Burundi. Provide protocol guidance and advice on local customs and etiquette. Coordinate official representational and ceremonial events hosted or attended by the Ambassador. Maintain a contact database and a government directory; prepare guest lists/invitations; and oversee the Executive Office's gratuities list and deliveries. Translate documents, provide interpretation services, and facilitate introductions to high-level officials. Serve as back-up to DCM's Administrative/Protocol Assistant

## **MAJOR DUTIES AND RESPONSIBILITIES**

**Official Functions and Events (20%):** According to U.S. and Burundian protocol, coordinate official representational and ceremonial events and functions hosted or attended by the Ambassador. With poise, accompany the Ambassador at official functions and events and advance events to ensure ease of entry for the Ambassador. (Note: This would require a flexible work schedule on the part of the Protocol Assistant.) At events hosted by the Ambassador, facilitate introductions to high-level officials and provide consecutive translation of speeches. Prepare guest lists, invitations, seating charts, and place cards for events and assist the Ambassador's OM in coordinating events at the CMR by liaising with the CMR and GSO staff. Coordinate the annual gratuities for the Executive Office and occasional exchanges of gifts between the Embassy and host-country representatives. Identify, order, and at all times maintain sufficient stock of items used for events and functions such as invitations, place cards, napkins, etc. Coordinate the purchase of appropriate wreaths and flower bouquets for commemorative ceremonies and condolence books for the deaths of prominent American officials.

**Official Meetings (30%):** According to U.S. and Burundian protocol, and with appropriate authority, schedule and coordinate appointments and meetings. Coordinate access to meeting locations for the Ambassador or for her guests at the CMR. Upon direction by supervisor, assist Department of State Section Chiefs and visiting delegations with protocol guidance and arrangements at official meetings and events.

**Embassy Contact Database (20%):** Become proficient in the use of the Contact Database to ensure that it contains the most up-to-date, comprehensive information possible. Continually update the Ambassador's contacts and regularly issue the Government of Burundi Directory.

**Communications (25%):** Provide timely and accurate written translation of official correspondence and consecutive translation of speeches. Draft routine Diplomatic Notes and unclassified correspondence for clearance. Monitor daily the media to keep track of changes in Government postings, deaths, accidents, etc. Acknowledge commemorations, congratulations and condolences of Burundian Government officials and third-country diplomats.

**Back-up to DCM's Assistant (5%):** During periods of absence, serve as back-up to the Deputy Chief of Mission's Assistant. Works with the DCM's Assistant to cross-train Protocol back-ups. On an ad hoc basis the staff member will perform other duties as necessary.

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

#### **QUALIFICATIONS REQUIRED**

**Education** – Two years of university studies is required.

**Prior Work Experience** – Minimum 3 years progressively responsible experience in administration, public relations, translation/ interpretation, protocol functions or related field.

**Post Entry Training** – On-the-job training, self-studies, and FSI distance learning courses.

**Language Proficiency** – Level IV fluent reading, writing, speaking in English, French and Kirundi.

**Knowledge:** Thorough understanding of Burundian diplomatic and government protocol guidelines and practices as well as general social etiquette. Thorough understanding of the organization of Burundi's political institutions and civil society.

**Skills and Abilities** - Thorough proficiency in Microsoft Office Suite. Ability to use more specialized software functions; e.g., database, advanced word processing features, etc.

#### **POSITION ELEMENTS**

**Supervision Received:** Supervision provided by the Ambassador Office Manager.

**Available Guidelines:** Foreign Affairs Handbook and Manual (FAM FAH), Protocol Handbook.

**Exercise of Judgment:** Judgment is required when arranging high-level appointments and coordinating representational and ceremonial events.

**Authority to Make Commitments:** None without coordinating with the Ambassador, DCM or the Executive Office Manager.

**Nature, Level and Purpose of Contacts:** Protocol advice and translations from Ministerial and Ambassadorial levels to ordinary citizens to facilitate communication.

**Supervision Exercised:** None

**Time Required to Perform Full Range of Duties after Entry into the Position:** 52 weeks

### **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**

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**

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities> 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 (SF-171 or 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: February 10, 2012 at 17:00.**

SUBMIT APPLICATION TO:  
Human Resources Office  
American Embassy Bujumbura  
Avenue des Etats-Unis

B.P 1720 Bujumbura  
Ref.: Position Title  
Email: [bujumburahr@state.gov](mailto:bujumburahr@state.gov)

***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:
  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.

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.