



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2016-21

Open To: U.S. Citizen Eligible Family Members (USEFMs) - All Agencies
Position: Co-Community Liaison Office Coordinator
Opening Date: **Thursday, August 18, 2016**
Closing Date: **Until filled**
Work Hours: Part-time; 20 hours/week
Salary: Not-Ordinarily Resident (NOR): FP-6*
**Final grade/step for NORs will be determined by Washington.*

The U.S. Embassy in Bujumbura is seeking eligible and qualified applicants for the position of **Co-Community Liaison Office Coordinator**.

BASIC FUNCTION OF POSITION

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

The Co-CLO often handles issues that are subjective in nature and relate directly to overall mental and physical well-being of her/his client(s) or community as a whole.

The CLO program regularly includes the expanded Mission community to (i.e., TDYers, contractors, and FSNs).

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education – High School degree required.

Work Experience – Minimum of 3 years' experience working in a field involving problem solving for a diverse clientele, 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 Proficiency – Level IV written and spoken English. **(Language proficiency may be tested.)**

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 inherent to serving the needs of 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 all agencies/sections of the Mission to ensure program success. Proficiency using computers and MS Office software package **(These skills may be tested)**. Ability to develop and maintain effective contacts with local business, educational and service communities. Ability to listen and respond to quality of life concerns in a professional and sensitive manner.

FOR FURTHER INFORMATION

Visit our website at <http://burundi.usembassy.gov/employment-opportunities.html> and/or by contacting the Human Resources Office at 22 20 7024.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is also a preference-eligible U.S. Veteran
- (2) USEFM or a preference-eligible U.S. Veteran
- (3) Foreign Service employee on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a **TOP SECRET** security clearance.
5. Candidates must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website (see "For Further Information" above). An incomplete DS-174 application form will be rejected; and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

E-mail Address: BujumburaHR@state.gov

Please indicate the position title for which you are applying in the subject line of your email

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A – DEFINITIONS

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner -- 21 years of age or older -- of the sponsoring employee; **or**
- Parent (including stepparents and legally adoptive parents) of the sponsoring employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.