



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

Vacancy Announcement No. 2014-04

March 12, 2014

**Open To:** All interested Candidates  
**Position:** CLO Administrative Assistant -FP-7/FSN -7  
**Opening Date:** Immediate  
**Closing Date:** March 28<sup>th</sup>, 2014 at 12:00pm (noon)  
**Work Hours:** Part-time; 20 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of **CLO Administrative Assistant** in the Community Liaison Office.

## **BASIC FUNCTION OF POSITION**

The incumbent serves as Administrative Assistant covering the CLO Office to ensure that all administrative functions of the CLO Office are effectively completed. This position is rated by the Community Liaison Office Coordinator.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent serves as a resource person for the Mission in providing services, guidance, suggestions, and suitable referral based on sound knowledge of and familiarity with the mission and community resources. Gathers information or material for CLO events and the Mission newsletter. Translates information from French to English or English to French. Is responsible and assist as needed with the travel list. Drafts newsletter for biweekly publication. Create flyers for future events. Assist with event planning and carrying out events such as Holiday parties etc. Answer incoming calls and greet and assist visitors with material available in the office. Takes messages and assists callers when Coordinators are out of the office and refers inquires when necessary to the Coordinator. Updates events on the CLO SharePoint site on a weekly basis, or more often as events warrant. Incumbent is responsible to update and maintain the welcome packages under the supervision of the CLO. Sends the Welcome to Burundi brochure to newcomers (TDY and D-H Americans). Performs other administrative functions with minimal supervision such as coordinating activities, gathering data for various CLO reports to FLO, etc. Liaise between person responsible for bill payments and American households for certain complex host country payments such as INSS, DSTV, Car Insurance and other local transactions. Assists the CLO in the retail price survey and update the post report. Update the post profile. Maintains a "check-out" system for the CLO Library.

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

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education** - Completion of high school.  
**Prior Work Experience** - Minimum 2 years of work experiences with Embassies, multinational organizations and/or business. Interpersonal and effective networking skills are strongly required. The ability to plan, organize and coordinate activities and to build professional, social and cultural contacts throughout Burundi is also required.
- b. **Language Proficiency** – English level IV, French Level III, Kirundi or Swahili Level III.
- c. **Job Knowledge** - Good knowledge of standard office procedures and operations.  
Good knowledge of available resources in the local community; Good understanding of American culture.
- d. **Skills and Abilities** – Must have a proficiency in the use of Word, Excel, and PowerPoint, and Publisher. Must have a clear knowledge on how to maintain MS Outlook Express to deal with email exchanges. Excellent communication and social skills; should be tactful and discreet

**POSITION ELEMENTS**

- a. **Supervision Received:** Supervised by the Community Liaison Office Coordinator.
- b. **Available Guidelines:** CLO Manuals, Family Liaison Office, 2 FAM 113.7
- c. **Exercise of Judgment:** Sound judgment and discretion are essential in responding to requests for assistance.
- d. **Authority to Make Commitments:** As authorized by the CLO, commitment may be made to carry out routine activities for the CLO program.
- e. **Nature, Level and Purpose of Contacts:** Mission wide, American community, international organizations; international schools, local charity institutions, vendors and businesses of interest to the community.  
**Time Required to Perform Full Range of Duties after Entry into the Position:** Three months.

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. 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/employment-opportunities.html>. Interested applicants for this position **should** submit all the following documents with their application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174);
2. A current resume or curriculum vitae that provides additional information;
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.

Optional: Any other documentation (e.g. certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above can be added to your application.

**SUBMIT APPLICATION TO**

Human Resources Office  
Attention: The Human Resources Officer  
Embassy of the United States  
Avenue des Etats Unis  
B.P 1720 Bujumbura

*(Please indicate your Name, Telephone number and the Position Title for which you are applying on the envelope and sign in the logbook upon drop-off of your application at the embassy entrance)*

or

Email: [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov)

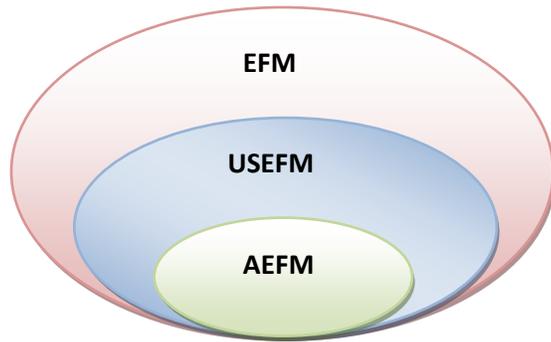
**POINT OF CONTACT**

Telephone: +257. 22.20.70.24

**CLOSING DATE FOR THIS POSITION: March 28<sup>th</sup>, 2014 at 12:00pm (noon)**

*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: A/MO VJohnson  
Cleared: HRO/FMO HEagleton  
Drafted: HRA PNdibanje