



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2016-15

Open To: U.S. Citizen Eligible Family Members (USEFMs) - All Agencies
Position: DCM Office Management Specialist
Opening Date: **Monday, April 25, 2016**
Closing Date: **Until filled**
Work Hours: Full-time; 40 hours/week
Not-Ordinarily Resident (NOR): FP-7*
**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 **DCM Office Management Specialist** in the executive Section.

BASIC FUNCTION OF POSITION

The incumbent serves as an Office Manager to the Deputy Chief of Mission and provides backup office management support to the COM Office Management Specialist (COM OMS).

QUALIFICATIONS REQUIRED:

Applicants must address each 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 – Minimum of Associate's Degree in any subject is required.

Work Experience – One year of office experience or equivalent experience.

Language Proficiency – English language required - level 4. **(Language proficiency may be tested.)**

Job Knowledge - Knowledge of administrative concepts and practices sufficient to enable the incumbent to recommend changes to administrative procedures and foresee administrative problems and requirements affecting the Front Office. Knowledge of general office routines and personnel record keeping procedures to maintain and obtain requested data from files. Knowledge of common filing systems sufficient to analyze, design and implement common office procedures. Knowledge of English grammar, spelling, etc.

Skills and Abilities - Ability to use PCs, MS-Office suite such as Access, Excel, Word, PowerPoint and Outlook. Ability to learn State Department-specific software (i.e. e2, GEMS). Ability to organize routine data and maintain established procedures; to gather information and ability to use judgment to analyze information and take appropriate actions (phone calls, time management, prioritizing work, etc.). **(These skills may be tested.)**

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 **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.