

TIPS ON HOW TO APPLY FOR U.S. EMBASSY JOBS

- 1- Carefully read the Vacancy Announcement, paying particular attention to qualification/eligibility requirements.
- 2- Make sure you meet all qualification/eligibility requirements on the Vacancy Announcement. Only eligible/qualified candidates are considered.
- 3- Make sure each qualification/eligibility requirement is addressed on your application form (DS-174) or CV, with specific and comprehensive information/document supporting each requirement. For example:
 - a- If you are not a Cameroonian citizen, ensure that you check the 'yes' box under section 15 of the DS-174 (or address it on your CV), and attach relevant document supporting that you are legally eligible to reside and/or work in Cameroon.
 - b- If a degree in a specific discipline is required, make sure you provide relevant information in the appropriate box under section 21 of the DS-174. If you don't have the specific degree required, make sure you provide details (Major Subjects) to justify how your degree is in a discipline related to the degree required on the Vacancy Announcement.
 - c- Under the 'WORK EXPERIENCE' portion of the DS-174, make sure you provide the start and end date (month/day/year) of each previous/current job under sections 25. Also make sure you describe your major duties, responsibilities and accomplishments in each job.
 - d- In case you do not fill out the DS-174 form, make sure your CV provides the same type of information found on the DS-174.
 - e- If you decide to submit both the DS-174 and a CV, make sure each of these documents is independent on the other. Avoid submitting a CV with the purpose of completing partial information provided on the DS-174 and vice versa. Make sure the information provided is consistent between the DS-174 and the CV.
- 4- Make sure you submit your application package in time to the Human Resources Office, P. O. Box 817, Yaounde, Cameroon. Via email at: ydeapplicants@state.gov (Please, indicate the title of the position on the "Subject:" line) and make sure the files you attach to your email are "WORD" or "PDF" files.
- 5- We can only accept applications for current vacancies. We cannot accept/keep applications for future vacancies. Therefore, if you wish to be considered for multiple vacancies, you must apply for each separately.

For additional information related to job applications, please contact the Human Resources Office of the U.S. Embassy in Yaounde.

Tel: 2220-1500, Ext: 4006

Email: ydeapplicants@state.gov