

# JOB OPPORTUNITY ANNOUNCEMENT

## AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 012-2011

**OPEN TO:** EFM's, Veterans and MOHs only

**POSITION:** ACS Consular Assistant, FSN- 7; FP-07

**OPENING DATE:** October 13, 2011

**CLOSING DATE:** Until filled (Open date)

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** Information on salary may be obtained from the Human Resources Office

*NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.*

The U.S. Embassy in Brazzaville is seeking one individual for the position of ACS Consular Assistant in the Consular section.

### **BASIC FUNCTION OF POSITION**

Under the direct supervision of the Consular Officer, the incumbent will assist with all non-adjudicatory aspects of American Citizen Services. The incumbent will also manage all correspondence from the consular section and assist with Immigrant Visa operations.

### **QUALIFICATIONS REQUIRED**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

#### **1. Education**

High School diploma is required.

#### **2. Prior work experience**

No prior consular experience is necessary. But, experience in customer service, either internal or external, to provide information or resolve problems. The position requires some experience in handling some complicated tasks and handling unusual difficult situations.

#### **3. Language requirements**

- Level IV English (written and spoken) ability required.
- Level II Basic French (written and spoken) ability required.

#### **4. Knowledge:**

Knowledge of consular functions, immigration law and citizenship law are necessary (though on-the-job training will be provided).

## **5. Skills and abilities**

Basic computer skills are necessary, including familiarity with Microsoft Office suite. Ability to learn new, specialized consular computer systems is mandatory.

## **SELECTION PROCESS (FOR ALL POSITIONS)**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Current employed US citizen EFM's 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, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Not ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-0174) (available from the Embassy Security Post); or
2. A current resume or curriculum vitae that provides the same information as an DS-0174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Management Officer

U.S. Embassy Brazzaville Denis Sassou Nguesso

No: 70-83 sections D (Face Maternité Blanche Gomez) Bacongo, Centre-ville.

E-mail: [BrazzaHRO@state.gov](mailto:BrazzaHRO@state.gov)

PHONE: 06- 612-2000 / 06-612-2073 / 06- 612-2143

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

## **CLOSING DATE FOR THIS POSITION: Until filled (Open date)**

The US Mission in Brazzaville 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 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.