



VACANCY ANNOUNCEMENT AMERICAN EMBASSY, ABIDJAN COTE D'IVOIRE

ANNOUNCEMENT NUMBER: 11-12

OPEN TO: Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

POSITION: Field Mission Support Officer (Open Source Center - OSC); LHS-6; FP-8* (Level I)

OPENING DATE: JUNE 11, 2012

CLOSING DATE: JUNE 25, 2012

WORK HOURS: Full-time, 40 hours/week

SALARY: *Not-Ordinarily Resident: FP-8*

*Ordinarily Resident: LHS-6

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Abidjan is seeking an individual to fill the position of **Field Mission Support Officer (FMSO)** at the Open Source Center (OSC) in Abidjan.

BASIC FUNCTION OF POSITION

Open Source Center (OSC) in Abidjan is seeking a creative and skillful individual who can perform a variety of support duties related to finance, human resources, logistics and independent contractor management. The candidate will work in a team with two other FMSOs and will be provided training for all required tasks. Successful candidate must be able to use interpersonal skills and work collaboratively and effectively in a fast-paced, multicultural, diverse team environment. The candidate must also have excellent customer service and organizational skills and ability to work with tact and discretion to set priorities in the face of several tasks.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

Important Notice:

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

1. **Application for U.S. Federal Employment (DS-174) completed in English; or a current resume/CV in English and;**
2. **A type-written and signed application cover letter specifically applying for this position and addressing the minimum requirements as advertised and;**
3. **Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.**

To view the new form (English and French versions) as well as the instructions for completing it, please click on the following link:

http://abidjan.usembassy.gov/how_to_apply2.html

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

E.g.: VA No. 11-12; Field Mission Support Officer-FMSO; OSC.

QUALIFICATIONS REQUIRED

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

1. Successful completion of Brevet de Technicien Supérieur (BTS) – undergraduate education is required.
2. Minimum of Two years support experience in Human Resources, Administration, or Financial Management field is required.
3. English Level IV (Fluency) speaking/reading/writing and French Level III (Good working knowledge) speaking/reading/writing are required. **Language Proficiency will be tested.**
4. Ability to exercise good judgment, initiative and diplomacy as well as ability to work under pressure meeting specific deadlines are also required.
5. Excellent interpersonal skills with the ability to communicate and co-ordinate with Embassy and outside officials at all levels are required.
6. Excellent IT skills to include a sound knowledge of MS Word and Excel are also required. **This will be tested.**

SUBMIT APPLICATION TO

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

POINT OF CONTACT

The Human Resources Office
Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: JUNE 25, 2012

The U.S. Mission in Abidjan 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.