VACANCY ANNOUNCEMENT
AMERICAN EMBASSY, ABIDJAN
COTE D'IVOIRE

ANNOUNCEMENT NUMBER 13-12

OPEN TO: **All Interested Candidates/All Sources**

POSITION: **Project Manager; CDC/PEPFAR; FSN-10; FP-5***

OPENING DATE: **June 14, 2012**
CLOSING DATE: **July 5, 2012**

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

SALARY: ***Ordinarily Resident:** ***(Position Grade: FSN-10)***

****Not-Ordinarily Resident (NOR): (Position Grade: FP-5*)***

NOTE: ***all ordinarily resident applicants must be residing in country and 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 a position of **Project Manager** for CDC/PEPFAR.

BASIC FUNCTION OF POSITION

The Project Manager reports to the Project Management Branch Chief and provides non-technical administrative support and coordination in managing cooperative agreements and tracking the overall President's Emergency Plan for AIDS Relief (PEPFAR) cooperative agreement budgets for Côte d'Ivoire. The position supports and promotes effective and coordinated programmatic and administrative management of the assigned portion of cooperative agreement portfolio which currently involves more than $120 million and 15 agreements managed by CDC/PEPFAR in Cote d'Ivoire, particularly focusing on reporting requirements, budget implementation and execution issues and overall administrative management issues associated with CDC cooperative agreements. The incumbent assists in following up with funded partners to ensure timely submission of required financial and programmatic reports to CDC Atlanta and both CDC/PEPFAR Washington and Côte d'Ivoire. The incumbent older collaborates closely with the Branch Finance Assistant and the Retro-CI Budget Analyst in tracking budget expenditures and balances in the multiple funding streams supporting CDC GAP field support. Maintains and updates budget tracking files and cooperative agreement files, including funding opportunity.

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

Important Notice: ***''Applicants MUST COMPULSORILY submit a completed DS-174 form OR a combined DS-174 AND a current curriculum vitae (resume) that provides the same information listed in Appendix B and found on the UAE. 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.13-12; **Project Manager;** ***CDC/PEPFAR.***

QUALIFICATIONS REQUIRED

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

1. Masters Degree in public or business administration, public health, international development or related field is required.

2. A minimum of three (3) years of progressively responsible work as a subject matter expert in administration, accounting, or business management involving budget and project management and exposure to external clients and file management is required.

3. French Level IV (Fluency) Speaking/Writing/Reading and English Level III (Good working knowledge) Speaking/Writing/Reading are required. ***Language proficiency will be tested*****.**

4. The incumbent must have a good understanding of USG policies, guidelines and procedures for administration and financial management of contracts, grants and cooperative agreements as well as a broad knowledge of Cote d'Ivoire's operational environment, including knowledge of the business environment, basic principles of tracking budgets as well as an understanding of administrative and financial issues commonly encountered in the management of grants or cooperative agreement funds.

5. Ability to readily analyze, understand and discuss new program design, management and implementation approaches is required.

6. Must have computer keyboarding skills (both speed and accuracy) and the ability to use office software packages, including word processing and spreadsheets as well as demonstrated ability to identify priority actions, generate and complete work plans within short time frames.

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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. 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.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. 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.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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: JULY 5, 2012

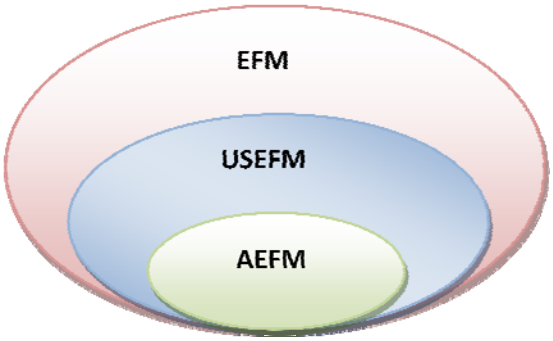
The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve 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.

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. <u>Eligible Family Member (EFM):</u> An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in <u>3 FAM 1610</u>);
- 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. <u>U.S. Citizen Eligible Family Member (USEFM):</u> For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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
- 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 U.S. 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 U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

A. Position Title
B. Position Grade
C. Vacancy Announcement Number (if known)
D. Dates Available for Work
E. First, Middle, & Last Names as well as any other names used
F. Current Address, Day, Evening, and Cell phone numbers
G. U.S. Citizenship Status *(Yes or No)* & status of permanent U.S. Resident (Yes or No; if yes, provide number)
H. U.S. Social Security Number and/or Identification Number
I. Eligibility to work in the country *(Yes or No)*
J. Special Accommodations the Mission needs to provide *(Yes or No; if yes, provide explanation)*
K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
L. Days available to work
M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
N. U.S. Eligible Family Member and Veterans Hiring Preference
O. Education
P. License, Skills, Training, Membership, & Recognition
Q. Language Skills
R. Work Experience
S. References