

AMERICAN EMBASSY MALABO, Equatorial Guinea

Vacancy Announcement

No. 2011-008	Date: May 18, 2012	Ref:
Subject:	POLITICAL ECONOMIC ASSISTANT	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates
POSITION: Political Economic Assistant
GRADE: FSN-7 (Training grade) XAF 8,595,774 p.a.
FSN-8 (Full grade) XAF 12,080,833 p.a.
OPENING DATE: May 18, 2012
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
SALARY: XAF 8,595,774 p.a.
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

NOTE:

- When hired at the FSN-7 level, selectee is expected to be promoted to the target grade of FSN-8. A year must be spent at grade FSN-7, and the supervisor must recommend promotion.
- **ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **POLITICAL ECONOMIC ASSISTANT**.

BASIC FUNCTION OF POSITION

The incumbent reports to the Political Section Chief, but also receives tasking from the Front Office. The position supports the Lead Political/Economic Specialist in maintaining close contact with the Ministry of Foreign Affairs and other EG government ministries including the Ministry of Labor, Ministry of Transportation, Ministry of National Security and Ministry of Defense. Works to deliver and follow-up on various diplomatic notes including routine demarche deliveries, invitations for Equatoguineans to participate in regional training, and other requests to the EG government.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** University degree in Political Science, International Relations, History, International Law, or other liberal arts field is required.

2. **Experience:** Two years of progressively responsible experience in political/economic research and analysis, newspaper reporting of political/economic developments, university teaching or closely related field.
3. **Language:** Level IV (Fluent) (professional) English and Spanish Level V.
4. **Job knowledge:** A working knowledge of Equatorial Guinea's political, military, economic and social structure, institutions, political parties, historic development, and key political and military figures. A thorough understanding of political reporting requirements and procedures is required.
5. **Skills and Abilities:** Wide-ranging analytical ability is required with emphasis on political, security and economic spheres. Ability to obtain material from varied sources and prepare reports of a factual nature in precise and accurate form. Must have an extensive knowledge of Equatoguinean and American protocol and social customs, personalities, and organizations, and should be able to move comfortably and knowledgeably within the varied levels of the required contacts. Must be a self-starter and show initiative.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important 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 US 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 Not Ordinarily Residents 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 applicants for this position must submit their applications according to the instructions below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**), available at the Embassy Gate and Internet Web site. This form must be completed in English;
 2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications for the position as listed.
 3. Indicate the position title and the vacancy announcement number on the top right corner of the envelope or application form.
 4. If applying by email, indicate the position title and vacancy announcement number on the subject line and send the application to the following address: malaboapplicant@state.gov
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Embassy of the United States of America

KM-3 Carretera de Aeropuerto (El Paraíso),
Malabo - Equatorial Guinea

or malaboapplicant@state.gov

POINT OF CONTACT:

Tel: (+240) 333098 895, HR Section

DEFINITIONS

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen Eligible Family Members (EFM) and EFMs of Foreign Service, Civil Service and uniformed service members who are eligible for employment under a US government pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
 - Have US citizenship;
 - Be at least age 18;
 - Be listed as a spouse or dependent on the travel orders of a Foreign, Civil Service or uniformed service member permanently assigned to, or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
 - Be resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

THIS POSITION WILL CLOSE ONCE FILLED

AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo 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.