JOB VACANCY ANNOUNCEMENT
AMERICAN EMBASSY

October 8, 2015

ANNOUNCEMENT #: HR15-046

OPEN TO: All Interested Candidates

POSITION: **TRAINING MANAGER**

POSITION NO: A11001

OPENING DATE: October 09, 2015

CLOSING DATE: October 23, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-05 (step 1-4) to be confirmed by Washington)

*Ordinarily Resident: GH¢42,848 p.a. (Starting salary)
(Position Grade: FSN-09)

LENGTH OF HIRE: Indefinite

NOTE: ALL UNITED STATES (U.S.) AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF UNITED STATES GOVERNMENT(USG) EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of **TRAINING MANAGER** in the Office of Security Cooperation (OSC) of the Embassy.

BASIC FUNCTION OF POSITION

The incumbent represents the Office of Security Cooperation (OSC) in discharging U. S. interests in connection with the International Military Education and Training (IMET) and other training programs with Ghana. S/he is responsible for planning and evaluating training provided to Ghana Armed Forces personnel in accordance with U.S. Africa Command (AFRICOM) objectives. Incumbent assists the OSC Chief in the management of Foreign Military Sales/Foreign Military Financing cases as they pertain to training to ensure the office maintains compliance with Foreign Assistance Act (FAA) of 1961, as amended, and effective use of all available training funding; provides support to OSC for all Ghanaian official travel activities and performs all other administrative support functions as assigned.

Incumbent consults with the highest authorities of the Ghanaian military and answers inquiries and explains policy, training programs, and procedures regarding participant training; manages a

large sub-Saharan Africa IMET program with an annual budget of $650,000, identifies actual and potential problem areas within IMET and, in coordination with OSC Chief, initiates corrective actions. S/he consults with Ghanaian military officials to determine training requirements and recommends appropriate courses, works with Country Program Managers (CPMs) of the U.S. Military Departments (MILDEPs) to implement the Ghanaian training requirements. Incumbent develops and coordinates comprehensive two-year training plans to accomplish USAFRICOM's mission and the Ghanaian military objectives. S/he develops complete understanding of IMET and other training programs Counter Terrorism Fellowship Program(CTFP), Aviation Leadership Program (ALP), Regional Centers etc. program policies, including Department of State guidance for planning , developing and executing the program; publishes Invitational Travel Orders (ITOs), student biographies and conducts pre-departure and post-return briefings for participants attending training as well as travel vouchers following completion of training.

Advises Ghanaian military authorities on specific categories and locations of available training in the United States and recommends specific types of training required to accomplish training objectives; establishes and proactively maintains liaison with counterparts and members of Department of Defense (DOD), U.S. Military Services and other U. S. agencies as well as appropriate Ghanaian officials whose work is related to Security Assistance training in Ghana. Provides administrative support for all official travel support by Office of Security Cooperation by coordinating with other embassy sections, transportation procurement, orders processing, correspondence with Ghana Armed Forces (GAF), departure or return briefs and visa assistance. S/he maintains a detailed tracking system for all sponsored travel and drafts biweekly training memorandum for Ghana Armed Forces; becomes familiar with the status of all open or pending Foreign Military Financing/Foreign Military Sales (FMF/FMS) training cases and assists in maintaining training case files which are up to date. Assists the Budget Analyst with daily duties and serves as back-up when the Budget Analyst is absent and performs other duties as assigned.

QUALIFICATIONS REQUIRED

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

1. Completion of college degree, specifically in Training Management, Human Resources, Management, Public Administration, or Business Administration is required.

2. Three to Four (3-4) years of progressively responsible experience in training programs administration is required. At least two (2) years work experience in an Embassy and/or ten (10) years experience prior member of Ghana Armed Forces or U.S. military is required.

3. Level IV (fluent) in written, spoken and reading English. High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the Job Holder may need to act as an interpreter. **Language proficiency will be tested.**

4. Business administration skills required.

5. Must have the ability to manage complex training requirements and schedules; manage training and office budgets; obtain, analyze, and evaluate relatively extensive data and prepare precise and accurate analytical reports; develop and maintain a wide range of working-level and senior-level contacts in DoD, Ghanaian military authorities and Government of Ghana circles; and render advice clearly and objectively. Strong computer skills (Microsoft Office suite, plus special programs/websites) are required**. Typing speed (40wpm) and computer skills will be tested.**

SELECTION PROCESS

When equally qualified, U.S. Citizen Appointment 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 Ordinarily Resident (OR) 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 Family Member Appointment (FMA) appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed Not Ordinarily Residents (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 (UAE) as a locally Employed Staff or Family Member (DS-174): **or**

2. A combination of both: Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**

3. A current resume or curriculum vitae that provides the <u>same information</u> found on the UAE (*see section 3A below for more information*): **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 US Veteran 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.

6. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

3A. 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.

<u>Failure to do so will result in an incomplete application</u>.

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. Date and Place of Birth
G. Current Address, Day, Evening, and Cell phone numbers
H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
I. U.S. Social Security Number and/or Identification Number
J. Eligibility to work in the country (Yes or No)
K. Special Accommodations the Mission needs to provide
L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
M. Days available to work
N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
O. U.S. Eligible Family Member and Veterans Hiring Preference
P. Education
Q. License, Skills, Training, Membership, & Recognition
R. Language Skills
S. Work Experience
T. References

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.

2. **All "Hard Copy"/printed applications must be submitted to the Mail Room at the Chancery. Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the** AccraHRO@state.gov **email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. http://ghana.usembassy.gov/jobopportunities.html**

3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTISED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra

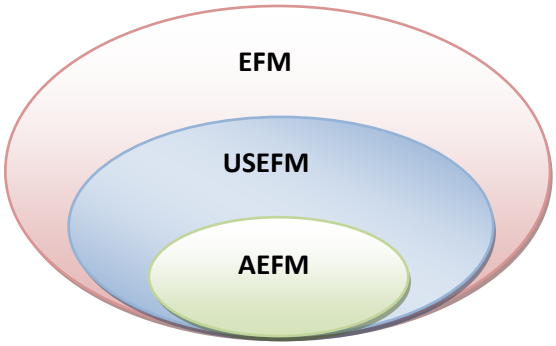
POINT OF CONTACT:

Telephone: 0302-741000
Fax: 0302-741389
E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:

http://ghana.usembassy.gov/jobopportunities.html

DEFINITIONS



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

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

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

- US 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 US Citizen.

4. **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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: October 23, 2015

The US Mission in Accra, Ghana 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 U.S. Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The Equal Employment Opportunity (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.