

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

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Jim Nunno, Management Officer

ANNOUNCEMENT NUMBER: 2011- 033

**Open to:** All Interested Candidates

**Position:** Economic / Commercial Assistant, FSN-9\*; FP-5\*

**Opening Date:** September 19, 2011

**Closing Date:** October 14, 2011 (Extended)

**Work Hours:** Full-time; 40 hours/week

**Salary:**

**\*Ordinarily Resident person: See Definitions**

**LCP- 60,961,857 FG p.a.**

**(Position Grade: FSN-9)**

**\*AEFM/EFM/MOH/NOR: See Definitions**

**US\$ 50,043 p.a. (Starting Salary)**

**(Position Grade: FP-5 to be confirmed by the Department of State in Washington)**

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN GUINEA BEFORE BEING ABLE TO APPLY.**

The U.S. Embassy in Conakry is seeking an Ordinarily Resident citizen or individual with the required work permit for employment in country or Eligible Family Member (EFM) for the position of Commercial Assistant in the Political & Economical Section.

**APPLICATIONS WILL ONLY BE RECEIVED ON TUESDAYS AND THURSDAYS FROM 10:00 AM TO 12:00 PM.**

A copy of the complete position description listing all the duties and responsibilities is available in the Human Resources Office (ext. 4298/4312/4178).

**PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

**CLOSING DATE FOR THIS POSITION: October 14, 2011**

### **Basic Function of the Position**

The Economic/Commercial LES assistant reports to the Economic/Commercial officer and provides support within the economic and commercial portfolio to the entire section as well as the Front office.

### **ECONOMIC/COMMERCIAL ASSISTANT DUTIES AND RESPONSIBILITIES**

Develops and draws upon regular contacts with senior Guinean officials in all ministries related to economic and commercial affairs as well as the business community, leaders in the banking sector, and international donor organizations.

Carefully reviews all available local print and broadcast media in order to analyze and explain policies and current events related to economic and commercial issues.

Drafts or edits correspondence in appropriate formal French as required. Translates documents, letters, and other information as required. Also aids new officers and visitors in translation of meetings.

### **Qualifications Required**

- University degree, preferably in Business or Economics
- Three to five years work experience in Economics, Business, commercial banking or related fields.
- Level IV (Fluent) French and English writing, reading and speaking are required.
- Good general knowledge of Guinea's industry and business sectors, its economy and local business and trade practices.
- Good typing skills; knowledge of computer programs Word, Excel, and Internet Explorer are required.

### **Selection Process:**

When equally qualified, 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:**

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment days.

Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar day of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

AEFMs must have a minimum of 8 months remaining at post to qualify for consideration.

The candidate must be able to obtain and hold medical and security clearances

**To Apply:**

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

Application for U.S. Federal Employment (SF-171 or OF-612), or;

A current resume or curriculum vitae that provides the same information as an OF-612; plus

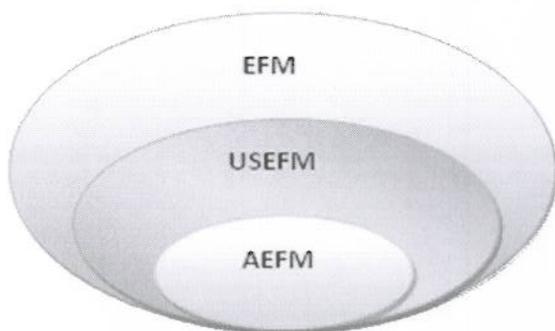
Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

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

**Point of Contact:**

American Embassy Receptionist  
Telephone: 30 42 06 61  
Fax: 30 42 08 73

***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 14, 2011***

The US Mission in Conakry 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.