

**EMBASSY OF THE UNITED STATES OF AMERICA**

**CONAKRY - GUINEA**

**VACANCY ANNOUNCEMENT**

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Richard Roesing, Management Officer

**ANNOUNCEMENT NUMBER: 2013 – 033 extended**

**OPEN TO:** CURRENT UNIVERSITY STUDENTS / ALL SOURCES

**POSITION:** LIBRARY INTERN

**OPENING DATE:** OCTOBER 14, 2013

**CLOSING DATE:** NOVEMBER 15, 2013

**WORK HOURS:** PART-TIME; 20 HOURS/WEEK

**DURATION:** THREE MONTHS

***\*\*\*THIS IS A NON-PAID POSITION AND THERE ARE NO BENEFITS RELATED TO THE POSITON.***

APPLICATIONS CAN EITHER BE BROUGHT TO THE U.S. EMBASSY'S MAIN ENTRANCE OR BE SENT TO [ConakryHR@state.gov](mailto:ConakryHR@state.gov).

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4298/4178 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

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

**The U.S. Embassy in Conakry is seeking an Intern in good academic standing in the third or fourth year of undergraduate university studies or related technical program.**

## BASIC FUNCTIONS OF THE POSITION

The library intern will assist the director of the Thurgood Marshall Information Resource Center and the library assistant in the following areas:

- ensure the library collection and the client list is up-to-date in the online database;
- assist in library outreach programs and other Public Affairs Section events;
- provide support to library members, responding to basic research and reference inquiries, checking IRC materials in and out and printing and distributing library membership applications;
- maintain and update IRC holdings, identifying out-of-date materials for disposal;
- prepare library-produced material for dissemination to important Embassy contacts and the American Corner at the University of Kankan;
- ensure that circulation and reference materials that are used by library patrons are properly reserved;
- oversee the use of the Internet work stations and ensure that patrons abide by the rules;
- respond to inquiries both in person and by telephone and take accurate notes for the IRC staff;
- general office duties and other duties as assigned.

## QUALIFICATIONS REQUIRED

Current university student in the field of English, Library Science, Communication, Journalism, Business or International Affairs.

Level III (good working knowledge) Speaking/Reading/Writing English and French is preferred.

Must be computer literate and be able to learn to operate the library software in a reasonable amount time with training.

Good working knowledge of how to interpret laws, regulations and procedures.

## **SELECTION PROCESS**

It is essential that the candidate specifically address the required qualifications above in the application.

## **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 <http://photos.state.gov/libraries/guinea/231771/PDFs/ds-174-applicationformforemployment.pdf>; **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**

Human Resources Office  
Attention: Management Office  
P.O. Box 603  
Transversale N0.2  
Centre Administratif de Koloma  
Commune de Ratoma  
Conakry, République de Guinée

## **POINT OF CONTACT**

Receptionist

Telephone: 655 10 40 00  
FAX: 224 -655 10 42 97

**CLOSING DATE FOR THIS POSITION: NOVEMBER 15, 2013**

The U.S. 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.

**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

