

U.S. MISSION CONAKRY- GUINEA
ANNOUNCEMENT NUMBER: 2016-009

Michael Lipsett /Acting Management Officer

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

Position: Language Instructor FSN-7*; FP-7*

Opening Date: February 8, 2016

Closing Date: February 22, 2016

Work Hours: Full-time; 40 hours/week

Salary: *Ordinarily Resident person: See Definitions
LCP- GNF 64 253 727 p.a. (Position Grade: FSN-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Conakry, Guinea is seeking an individual for the position Language Instructor

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4178/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

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

A BASIC FUNCTION OF POSITION

Incumbents will provide French and English Language Instructions to Mission personnel using the techniques, methods and training materials provided by the Department of State's Foreign Service Institute. Assigns lessons, corrects faulty pronunciation, improper tone pattern, and faulty structure by using intensive drills of various kinds.

Schedules review of subject matter and tests to determine student's progress.

Periodically schedules students for tests and advises Post Language Officer monthly of progress of students and suggests transfer of students to other classes if their progress clearly exceeds other class members or if their progress is so much slower that it is delaying the advance of the class. Classes taught may range from the beginning level to more advanced levels but usually not beyond the stage when students reach Level 3 with a good working knowledge of the language.

Employee may be required to give individual lessons to the Ambassador, DCM, or other high ranking officer.

REQUIRED QUALIFICATIONS:

EDUCATION:

Completion of a university degree in French, Social Science, Education, History or English is required.

EXPERIENCE:

Minimum two years of experience in positions requiring the application of instructional skills and techniques and effective communications to gain and hold their interest.

LANGUAGE:

Level III, good working knowledge of English is required. Level IV, fluency in French is required.

KNOWLEDGE:

A thorough knowledge of and training in the State Department's Foreign Service Institute Language training methods and system. Excellent knowledge of grammar, idiom, syntax, and pronunciation of the French language.

SKILLS AND ABILITIES:

Ability to communicate effectively with the relatively mature level of students (employees) being taught in order to retain their interest and motivation and to assist them in developing their language ability rapidly.

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 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 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 Family Member (DS-174), which is available at http://conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**
3. 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-ConakryHR@state.gov or at the U.S Embassy's main entrance

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

POINT OF CONTACT

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

CLOSING DATE FOR THIS POSITION: February 22, 2016

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.