

**EMBASSY OF THE UNITED STATES OF AMERICA**

**CONAKRY - GUINEA**

**VACANCY ANNOUNCEMENT**

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Jim Nunno, Management Officer

**ANNOUNCEMENT NUMBER: 2013-017**

**OPEN TO:** ALL INTERESTED CANDIDATES/ALL SOURCES

**POSITION:** DRIVER, FSN-3\*; FP-AA\*

(TRAINEE LEVELS MAY BE ESTABLISHED DEPENDING  
ON QUALIFICATIONS AND EXPERIENCE)

FP FINAL GRADE WILL BE DETERMINED BY THE  
APPROPRIATE STATE DEPARTMENT OFFICE

**OPENING DATE:** MAY 20, 2013

**CLOSING DATE:** JUNE 3, 2013

**WORK HOURS:** FULL-TIME; 48 HOURS/WEEK

**SALARY:** \*ORDINARILY RESIDENT: 29,373,136 FG P.A.  
(STARTING SALARY) (POSITION GRADE: FSN-3)

\*IF CANDIDATE IS A "NOR" CANDIDATE OR "AEFM" CANDIDATE,  
PLEASE CONTACT HR FOR ADDITIONAL INFORMATION ON  
COMPENSATION

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

APPLICATIONS CAN EITHER BE BROUGHT TO THE US 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 individual for the position of Driver in the Marines Security Guard (MSG) section.

### **BASIC FUNCTION OF THE POSITION**

Drives the Marines and VIPs in and around Conakry, other areas of Guinea and the neighboring countries as directed, Performs limited vehicle maintenance while on the road, Performs other related duties as instructed by the MSG.

A copy of the complete position description listing all the duties and responsibilities as well as the application form is available at the US Embassy's main entrance.

### **QUALIFICATIONS REQUIRED**

1. Completion of elementary school and additional vocational training in auto mechanics is required.
2. Three years of chauffeur or other driving experience is required of which at least one year must have been in a large organization.
3. Level II (Limited) English, writing/reading and speaking is required.
4. Must be familiar with traffic laws and area traffic patterns. Must be familiar with the city and learn the locations of/or know how to find directions to regularly visited building

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Drives the MSG to and from the chancery to meetings and appointments
2. Drives the family of the MSG to meetings and appointments as requested
3. Performs various errands i.e. Delivers diplomatic notes and official invitations, picks up and delivers gifts, flowers and other packages as directed by the MSG
4. Remains on call at all times and station self at a protective stance of the vehicle
5. Performs limited vehicle maintenance while on the road which includes changing tires, adding lubricants etc
6. Performs other related duties as instructed by the MSG.

### **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:**

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. 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.
4. 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.
5. AEFMs must have a minimum of 8 months remaining at post to qualify for consideration.
6. The candidate must be able to obtain and hold medical and security clearances

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as Locally Employed Staff Family Member (DS-174) which is available at [http://Conakry.usembassy.gov/job\\_opportunities.html](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
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.

## **SUBMIT APPLICATION TO**

Human Resources Office - [ConakryHR@state.gov](mailto: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

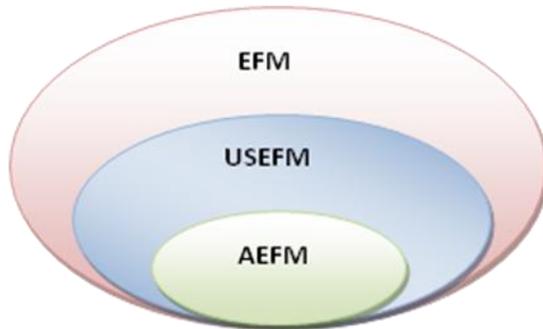
**CLOSING DATE FOR THIS POSITION: JUNE 3, 2013**

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.

Cleared by: Desouza, Justin D

## Appendix A DEFINITIONS



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

1. **Eligible Family Member (EFM)**: An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad ; 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, and who is under chief of mission authority; and
- **Is** residing at the sponsoring employee's post of assignment abroad or, as appropriate.
- 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. 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 U.S. 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 U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## 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