

**EMBASSY OF THE UNITED STATES OF AMERICA**

**CONAKRY - GUINEA**

**VACANCY ANNOUNCEMENT**

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Donal Godfrey / Acting Management Officer

**ANNOUNCEMENT NUMBER: 2015 – 020**

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

**POSITION:** POLITICAL ASSISTANT, FSN-9; FP-5\*

**OPENING DATE:** APRIL 13, 2015

**CLOSING DATE:** APRIL 27, 2015

**WORK HOURS:** FULL-TIME; 40 HOURS/WEEK

**SALARY:** \*ORDINARILY RESIDENT (OR): 111,455,658 GNF P.A.  
(STARTING SALARY) (POSITION GRADE: FSN-9)

\*IF CANDIDATE IS AN “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** TO BE  
ELIGIBLE FOR CONSIDERATION.

**Only complete application:** filled DS-174 + documentation (Education and Work  
including **start** and **end** dates, certificates, trainings, awards, driver's license) that  
address the qualification requirements of the position will be **considered for screening**.

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 4298/4458 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.

The U.S. Embassy in Conakry is seeking an individual for the position of Political Assistant in the Mission's Political Economic and Commercial Office.

### **BASIC FUNCTION OF POSITION**

The incumbent will perform a wide range of duties and responsibilities in support of the Political/Economic Section of the U.S. Mission in Guinea, including but not limited to political reporting, contact development, management of the contact database, analysis, report drafting, interpretation and visit support.

### **QUALIFICATIONS REQUIRED**

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

1. A Bachelor degree is a minimum requirement. A University degree in communications, media, public relations, political science, international affairs, economics, business, public administration, humanities or history, anthropology, sociology or psychology is required.
2. A minimum of three years of progressively responsible professional experience with a government agency, non-government organization or media organization is required.
3. Level III (Good working knowledge), reading, writing and speaking English is required. Level III (Good working knowledge) reading, writing and speaking French is required.
4. Strong organizational and interpersonal skills are required to complete assigned work duties under limited time restrictions. Working knowledge of Window-based word processing, spreadsheets and database programs is required.
5. Strong understanding of U.S. government and U.S. policy objectives in Guinea is required. Ability to develop and maintain an extensive range of contacts among Guinean government officials, institutions, political parties, Non-Governmental Organizations, civil society and private sector networks. Ability to organize complex visits schedules and manage them as schedules shift due to last-minute changes. Ability to use judgment and discretion when dealing with sensitive topics.

## **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 U.S. 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 or Family Member (**DS-174**); **and**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
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](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**

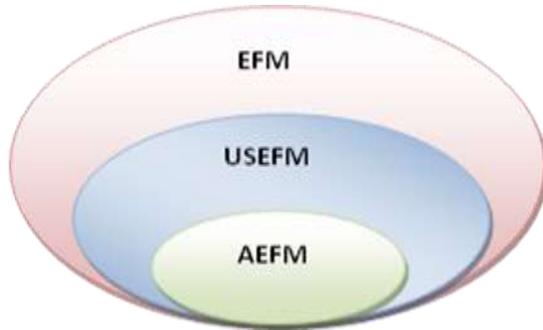
Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

### **CLOSING DATE FOR THIS POSITION: APRIL 27, 2015**

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 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