



**Vacancy Announcement
U.S. Embassy
Monrovia, Liberia**

ANNOUNCEMENT NUMBER: 14-03

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All agencies

POSITION: **CLO Coordinator, FP-06***

OPENING DATE: January 15, 2014

CLOSING DATE: January 29, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): FP-06 (to be confirmed by Washington)

The U.S. Embassy is seeking qualified individuals for the position of **Community Liaison Office Coordinator (CLO)** in the Management Section.

BASIC FUNCTION OF POSITION:

The CLO works with Community members to maintain high morale through orientation activities, cultural and recreational programs, dissemination of information, counseling and referral, and assistance with security, education, and employment for family members. The CLO programs regularly include the expanded Mission community to incorporate TDYers, contractors, and Locally Employed Staff (LES).

MAJOR DUTIES AND RESPONSIBILITIES:

Employment Liaison

- Advocates for family member employment opportunities within the Mission and on the local economy and recommend policy initiatives to post management.
- Advertises employment opportunities within the Mission and on the local economy.
- Serves on the Post Employment Committee and advocate for family member preference and a formalized post hiring policy.
- Promotes negotiation of reciprocal bilateral work agreements.
- Encourages and facilitates alternate employment options such as tele-work and home-based businesses.
- Organizes and facilitates career planning workshops and employment seminars for family members.
- Educates family members on EFM employment programs managed by DOS.
- Educates family members on employment resources within DOS.
- Encourages and assists family members to apply for functional training.
- Coordinates the post Seasonal Hire Program.
- Coordinates and maintains post's Family Member Employment Report (FAMER).

Crisis Management and Security Liaison

- Relays critical security information between post management and the community.
- Represents the interests and concerns of community members when security or crisis situations arise.
- Serves on the Emergency Action Committee and be responsible for rumor control.
- Works with RSO to organize security briefings, contingency planning seminars, and town meetings to ensure emergency preparedness and disseminate information.
- Maintains a warden system database for all employees and family members that include safe haven addresses.
- Provides and explains evacuation regulations and allowances to community members.
- Provides departure and safe haven info to FLO during an evacuation.
- Crisis aftermath – work with post management to rebuild the community.

Education Liaison

- Establishes and maintains liaison with schools used by post families.
- Provides information and referral service on educational options available to employees and family members at post.
- Provides current information and resources on overseas schools, Washington area schools, boarding schools, education allowances, special needs resources, home schooling, distance learning, adult education opportunities and child care issues.
- Facilitates programs that support students and youth at post.
- Prepares annual School Summary Report for the office of overseas Schools and the annual Child Care report for FLO.

Information and Resource Management

- Gathers, maintains and disseminates information to the community, post management, and appropriate functional offices in the Department.
- Establishes and maintains a community resource center that includes Internet/Intranet access.
- Develops client database and CLO website.
- Market the CLO program to the community and post management to garner support.
- Submits bi-annual activity report to FLO.
- Submits updated post information to OBC.

Guidance and Referral

- Provides confidential support to individuals and groups within the community (divorce, spouse/child abuse, adoption, death, mental health concerns).
- Utilizes available resources to address concerns and meet needs.
- Recommends referrals as appropriate.
- Represents individual and/or collective concerns to post management as appropriate and help formulate solutions.

Welcoming and Orientation

- Provides pre and post arrival information and resources to ensure successful acclimation to post environment.
- Organizes and maintains an effective sponsorship program and welcome activities.
- Coordinates official post orientation program.
- Coordinates reentry workshop for departing employees and family members.

Community Liaison

- Establishes and maintains an effective working relationship with all agencies and sections of the mission.
- Establishes and maintains liaison with community organizations and local resources that can benefit members of the post community.
- Serves as community representative on Mission committees (IAHB, EAC, PEC and employee Association).
- Attends country team and regularly schedule briefings with MGMT and the DCM.

Events Planning

- Coordinates the development and implementation of relevant programs to enhance post morale in the following three (3) categories: U.S. traditions, Host country culture, social, educational and recreational activities.
- Encourages volunteerism through community outreach.
- Facilitates morale-enhancing seminars and workshops organized by other groups or individuals at post.

QUALIFICATIONS:

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

1. U.S. secondary school (High School) diploma is required.
2. Two years experience working directly with the public in a customer service capacity is required.
3. Level IV English (strong oral and written communication skills) is required.
4. Must have basic personal computer skills and functional competence in Microsoft Office Suite applications, including Outlook, Excel, Word, and Publisher.
5. Must be able to obtain and hold a Top Secret Clearance.
6. **Post entry training:** CLO Training.

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 issues/conflicts 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 or Family Member (DS-174); **or**
2. 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. 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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers

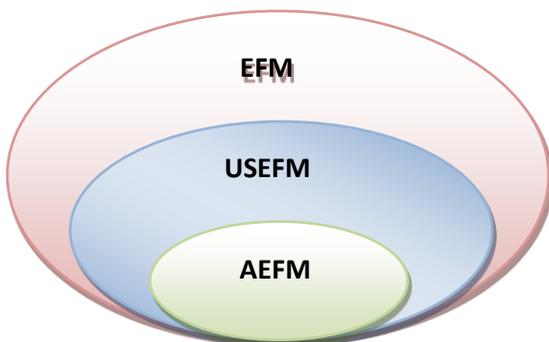
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Human Resources Office
 Attention: **Community Liaison Office Coordinator (CLO)**
 American Embassy
 P. O. Box 98
 1000 Monrovia 10 Liberia
 Or Email to Monrovia-Recruitment-DL@state.gov

Drop in application box at the Service Gate on Gibson Street at the New Embassy Compound. The Universal Application Form (DS-174) can be picked up at the Gibson Street Gate or the Human Resources Office (for employees only) or accessed on line.

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.

5. **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.

6. **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: (January 29, 2014)

The US Mission in Monrovia 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.

Drafted: HRA: SJDahn
Cleared: HRO: MZewde
Approved: MGT: RDAcuff

