ANNOUNCEMENT NUMBER: JA#15FY-2013

VACANCY ANNOUNCEMENT

American Embassy Nouakchott

OPEN TO:	All Interested Candidates
POSITION:	Alumni Coordinator and Educational Advisor, FSN-6, FP-8*
OPENING DATE:	Sunday, March 03rd, 2013
CLOSING DATE:	**Sunday, March 17th, 2013**
WORK HOURS:	Full Time; 40 hours/week
SALARY:	Available upon request from HR (*FP Grade to be confirmed by Washington)
LENGTH OF HIRE:	Indefinite

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Nouakchott is seeking one individual for the position of **Alumni Coordinator**, FSN-6 or FP-8; in the Public Diplomacy Section.

BASIC FUNCTION OF POSITION:

Under the supervision of the PAO/CAA, and in consultation with and direction from ECA Alumni Coordinator in Washington, the FSN for Alumni Outreach and Programs is responsible for promoting greater contact with and cooperation among alumni of USG-sponsored exchange programs, as well as advising on U.S. education programs.

QUALIFICATIONS REQUIRED:

NOTE: All applicants <u>must</u> address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of University degree in the liberal arts, education, social sciences, international relations or related fields; is required
2. Three to five years progressively responsible experience in programming activities, international relations or related field, in a bilingual setting.
3. Level 4/4 English and French, and knowledge of local dialects and languages.
4. Intimate knowledge of Mauritanian educational system, personalities and doctrine. Intimate knowledge of Mauritanian political affairs. Intimate knowledge of American policy and programs as they affect Mauritania and Saharan, sub-Saharan region. Firm grasp of administrative structures regarding all exchange programs sponsored by the Department of State and contracting NGOs. Thorough grasp of Mission MPP objectives and policies.
5. Strong interpersonal skills needed to develop and maintain contacts among senior and/or up-and-coming contacts across important sectors of society (government, education, business, etc.).

SELECTION PROCESS

When equally qualified, US Citizen 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 residency 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.
4. 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 should submit the following:

1. Letter of Application
2. DS-174 Application Form or a current resume or curriculum vitae that includes information requested on the DS-174 (the Employment Form DS-174 is also available at: http://mauritania.usembassy.gov/employment.html); plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

A completed Embassy application form and/or résumé should be received by the HR Office at the Embassy by 1700 hours on ***Sunday, March 17th, 2013***

DELIVER APPLICATION to the front gate application deposit box at the Embassy guard reception with announcement number **"JA#15FY-13"** on the envelope; or mail it to the following address:

American Embassy Nouakchott
P. O. Box. 222
Nouakchott, Mauritania
Tel: **45-25-26-60**

POINT OF CONTACT:
Human Resources Office
Telephone: **45-25-26-60 ext: 4475, 4488 or 4718**
Fax: **45-25-15-92**

PLEASE DO NOT INCLUDE ANY OTHER MARKINGS BESIDES THE JOB ANNOUCEMENT NUMBER AND THE EMBASSY ADDRESS ON THE ENVELOPE

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
   - US citizen

- Spouse or child who is at least 18 years of age;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.

2. EFM: Family Members at least 18 years of age listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of Foreign Service, Civil Service and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.

CLOSING DATE FOR THIS POSITION: *Sunday, March 17th, 2013*

The US Mission in Nouakchott 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: HREWah
Cleared: PAO: MWohler
Approved: A/MO: AHudson