

# VACANCY ANNOUNCEMENT

## American Embassy Nouakchott

**OPEN TO:** US Citizens Only – All Agencies  
**POSITION:** Human Resources Specialist (HR),  
**GRADE** FP-5  
**OPENING DATE:** Thursday, November 19, 2015  
**CLOSING DATE:** Thursday, December 3, 2015  
**WORK HOURS:** up to full-time; 40 hours/week  
**SALARY:** (available once FP grade is confirmed by Washington)

The U.S. Embassy in Nouakchott is seeking a qualified U.S. citizen for the position of Human Resources Specialist in the Human Resources Office within the Management Section.

### **BASIC FUNCTION OF POSITION:**

Incumbent manages the human resources function under the Management Officer's instructions. Oversees the full range of human resources at Post, including recruitment, classification, staffing and performance management for 460 LE Staff and over 60 US direct hires. Provides comprehensive advisory services to supervisors on employee-management problems, position classification matters, and oversees the EPR and EER process, as well as other paperwork and cables. Supervises five HR staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the Human Resources Office at 4-525-2660, extension 4488, 4475 or 4718 if needed.

### **QUALIFICATIONS REQUIRED:**

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

- 1). **Citizenship:** Must be a U.S. citizen with the ability to obtain a Top Secret clearance.
- 2). **Education:** College studies are required.
- 3). **Prior Work Experience:** A minimum of five (5) years of experience in human resources/financial management in a supervisory position.
- 4). **Language Proficiency:** Level IV English and Level II French are required.
- 5). **Job Knowledge:** Extensive knowledge of position classification, training, recruitment and retention, compensation management and other personnel issues. Familiarity with local labor laws and customs. Knowledge of managing problems across cultures.
- 6). **Skills and Abilities:** Must be able to manage people and projects. Must have leadership skills. Must be able to counsel employees and supervisors on a wide variety of problems. Must have skills in briefing and training. Must have excellent interpersonal skills. Must be able to develop programs and procedures to enhance human resources management at Post.

**ADDITIONAL SELECTION CRITERIA:**

- 1) Management will consider issues such as conflict of interest, nepotism and budget in determining successful candidacy.
- 2) Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 3) When equally qualified, American family members (AEFM's) of Mission employees who are also US Veterans will be given priority.
- 4) If applicable to the position, successful candidate **must** be able to obtain the required security clearance.

**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.

DELIVER APPLICATION to the front gate application deposit box at the Embassy guard reception with announcement number "VA#08FY-16" on the envelope; or mail it to the following address:

**American Embassy Nouakchott**

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

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

**HOW TO SUBMIT AN APPLICATION VIA E-MAIL.**

Application packages containing all the information listed in items "1" through "6" above can be scanned into PDF format and sent as a single file to the above E-MAIL address. Files should not exceed 10 MB or they may be rejected by the Embassy's Server.

Application must be received by the Human Resources Office at the Embassy by close of business on **Thursday, December 3, 2015.**

**CLOSING DATE FOR THIS POSITION: Thursday, December 3, 2015 at 17:00**

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

**POINT OF CONTACT:**

Human Resources Office  
Telephone: 45-25-26-60  
Fax: 45-25-15-92

Drafted: HR: ADba   
Cleared: MO: JBournes  
Approved: MO: JBournes 

## DEFINITIONS

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, 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
  - 4. 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 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).

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**CLOSING DATE FOR THIS POSITION: Thursday, December 3, 2015**

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.