

OPEN TO: All Interested Candidates

POSITION: English Language Instructor, FSN-07; FP-07

OPENING DATE: 09/18/2013

CLOSING DATE: 10/02/2013

WORK HOURS: When Actually Employed (WAE); Approximately from 0 to 30 hours/week

SALARY: Starting from 2,991 CFA/hour
(Final salary will be determined prior to Appointment.)

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

The U.S. Embassy in Niamey is seeking a **qualified** individual for the position of English Language Instructors at the English Language Program (ELP) section.

BASIC FUNCTION OF POSITION:

The incumbent prepares lesson plans and teaches English classes to students from a wide variety of backgrounds and professions, including government officials and young students.

A complete position description is available in Human Resources (HR) Office.

QUALIFICATIONS REQUIRED:

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

Education: University degree in TEFL (Teaching English as a Foreign Language) / TESL (Teaching English as a Second Language or a teaching degree in any other related field.

Prior Work Experience: Five years experience in teaching English as a foreign language (TEFL + American experience) or, for a native speaker, at least two years experience in teaching English.

Language/Cultural Proficiency: A combined score of at least 115 in Michigan Test of Language Proficiency plus the Michigan test of Listening Comprehension. (Level 4 written/spoken English). English will be tested.

Knowledge: An excellent knowledge of English (written, spoken, read and comprehension) and of efficient methods for teaching English as a foreign language. Knowledge of both American and local culture.

Interpersonal Skills: The ability to encourage and motivate English language learners. Ability to teach American culture. Ability to write Quarterly End Term reports. Ability to create and use documents in Microsoft Word, and Excel, use email and search on the Internet.

SELECTION PROCESS

When equally qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

1. Management will consider nepotism/conflict of interest, budget constraints, and residency status in determining successful candidacy.
2. Current employees serving an initial 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 that appointment.
5. Currently employed Not-Ordinarily Resident (NOR) employees 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.
6. The candidate must be able to obtain and hold a non-sensitive security clearance.

TO APPLY

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available in the HR office; **or**
2. A current resumé or curriculum vitae that provides the **same information** as the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant’s work experience attached as separate sheet; plus
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.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above.

The U.S. Embassy reserves the right to respond to only those applications that MEET our requirements.

Submit Applications to:

Attention: Human Resources Office
American Embassy
BP 11201
Niamey, Niger.

Point Of Contact:

Telephone: (227) 20-72-26-62/63, Ext. 4345

CLOSING DATE FOR THIS POSITION: 10/02/2013

The U.S. Mission in Niamey 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 complaint should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.