



**AMERICAN EMBASSY  
DAKAR, SENEGAL  
VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** DKR-2015-034  
**POSITION:** Travel Coordinator /Voucher Examiner FSN-8/FP-6  
**OPEN TO:** All interested candidates  
**OPENING DATE:** June 3<sup>rd</sup>, 2015  
**CLOSING DATE:** June 10<sup>th</sup>, 2015  
**WORK HOURS:** Full-time; 40 hours/week

The U.S. Embassy in Dakar is seeking an individual for the position of Travel Coordinator /Voucher Examiner in the FMC Section.

**BASIC FUNCTION OF POSITION:**

Incumbent serves Mission Dakar (both American direct hire and LES) of more than 33 agencies and 410 LES to coordinate all issues related to Global E2 travel. Incumbent serves as the first point of contact between the Mission and Charleston Financial Service Center (CFSC) regarding E2 and advises travel arrangers on how to resolve E2 matters. Incumbent must have significant knowledge of travel regulations (FTR, JFTR, and FAM). Incumbent uses pre-certifying reference materials to determine the correctness of payment and to highlight problems. S/He is also required to provide training, provide guidance, and make recommendations to GFSC software development team to improve system glitches and prepare any special reports. Incumbent plays a central role in developing travel policy for the Mission and drafts management notices, procedures, and emails as required. This position will work as a voucher examiner capable of working on all payroll and allowances duties. Responsible for reconciling accounts and for developing and maintaining various spreadS/Heets as needed in the reconciliation process. The quality, quantity, and timeliness of the PL's work must conform to ICASS service standards. In addition, this position is responsible for the completion of any other task, special project, or assignment as required by FMC.

**QUALIFICATIONS REQUIRED:**

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

**a. Education:**

College or university studies in Business Administration, Commerce, Accounting, Economics, Financial or any Management-related program.

**b. Prior Work Experience:**

Five years experience in one or more area within financial management. Strong PC skills, including Excel, Word and Power Point.

**c. Post Entry Training:**

Training in all aspects of Momentum and COAST systems, FMC regulations, State 4 FAM, word processing and spreadS/Heets, and Global E2 Travel system. Voucher examiner training ("GFS21 - Voucher Examination") must be completed and passed within 180 days of the beginning of employment. Travel Policy training within one year of employment.

**d. Language Proficiency:**

Level III witting and speaking in English and French.

**e. Job Knowledge:**

Specialist knowledge of Momentum, FMC regulations and procedures related to appropriation funding, allotments, obligations and disbursements for State and State/ICASS serviced agencies, COAST, State Department 4 FAM, 6FAM, 2FAM regulations, Treasury Department laws and regulations governing cash operations, cash transactions, banking, cash disbursement and exchange rate transactions, Travel Policy (FTR, JFTR, F AM), and Global E2 travel.

**f. Skills and Abilities:**

Excellent customer service skills. Must be flexible and able to work with constant changes in work priorities. Capable of quickly analyzing transactions, documentation and records to determine the source of imbalances and to correct any discrepancies. Must possess a high degree of integrity and the ability to perform fiscal services in a responsible manner. Serves the public courteously. Advanced computer skills in Microsoft Excel intermediate computer skills in Microsoft word and PowerPoint.

**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); **or**
2. A current resume or curriculum vitae that provides the same information found on 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 a 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) that addresses the qualification requirements of the position as listed above.

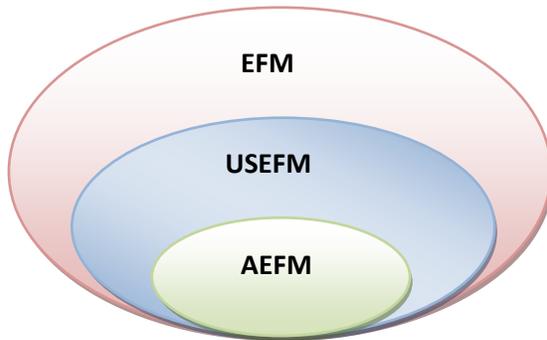
**SUBMIT APPLICATION TO:**

American Embassy, Dakar, Human Resources Office  
E-mail Address: [DakarHRO@state.gov](mailto:DakarHRO@state.gov)

CLOSING DATE FOR THIS POSITION: **June 10<sup>th</sup>, 2015**

The U.S. Mission in Dakar 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.

## 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, 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 U.S. 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 U.S. 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 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