

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

JOB ANNOUNCEMENT NUMBER: DKR-2014-009

OPEN TO: **All interested candidates**
POSITION: **Mission Support Coordinator FSN8 / FP6**
OPENING DATE: **January 7, 2014**
CLOSING DATE: **January 22, 2014**
WORK HOURS: **Full-time position, 40 hours/week**

AMERICAN CITIZENS WHO ARE ORDINARILY RESIDENTS WILL BE GIVEN HIGH CONSIDERATION AND MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE.

The U.S. Embassy in Dakar is seeking an individual for the position of **Mission Support Coordinator**.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. For a copy, please send a request via e-mail to DakarHRO@state.gov

BASIC FUNCTIONS OF POSITION:

Apply a wide range of administrative programs, concepts, laws, policies, practices and analytical methods to address technical issues or problems, specifically as they apply to the areas of budget, finance and human resources. Coordinate and perform a wide range of administrative and management services essential to the operations of the office (including, but not limited to, management and information systems, budget, finance, procurement, human resources, training, logistics, property; fleet, equipment, space and records management). Performing liaison functions with other organizations; including effectively presenting the organization's needs and establishing harmonious working relationships with counterparts.

QUALIFICATIONS REQUIRED:

a. Education:

Completion of secondary school is required. One or more years of college/university level course work in public administration, accounting, marketing and/or business is required.

b. Prior Work Experience:

Three years of progressively responsible experience in formulating budgets, managing federal funds, tracking sensitive equipment and conducting inventories, knowledge of federal laws, policies and regulations as they apply to human resources and records management. Knowledge of State Department allowances, procurement/financial procedures and ICASS are desirable.

c. Post Entry Training:

Periodic specialized training in systems and procedures as established by DHS/ICE Headquarters and/or Post.

d. Language Proficiency:

Level IV (fluent) in English and Level IV (fluent) French, and Wolof is highly desired.

e. Job Knowledge:

Expert knowledge of Microsoft Excel and Word are essential. Knowledge of intermediate accounting methods and/or extensive experience in budget formulation/management is needed. Working knowledge of applicable policies and procedures of the Departments of Homeland Security and State, as well as Immigration and Customs Enforcement, Homeland Security Investigations is highly desirable.

f. Skills and Abilities:

Ability to independently organize and execute work. Ability to take action in keeping with appropriate agency, Post and office policies in the absence of management. Ability to communicate effectively orally and in writing. Ability to formulate, manipulate and analyze a budget spreadsheet. Identify and correct discrepancies and report findings. Ability to develop effective solutions to a wide range of issues. Ability to coordinate and work with outside agencies and counterparts; represent DHS/ICE in a distinguished manner.

SELECTION PROCESS: When equally qualified US Citizens, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

NOTE: Only short listed candidates will be contacted.

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 (OR) 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 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) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

(1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.

(2) Letter of motivation addressing the qualification requirements of the position as listed above.

(3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.

(4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office

E-mail Address: DakarHRO@state.gov

CLOSING DATE FOR THIS POSITION: **January 22, 2014**

The US Mission in Senegal 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.

DEFINITIONS:

1. 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 below) 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.

2. Eligible Family Member (EFM) - An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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.

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 US Social Security Number (SSN).

NOR employees are compensated under a General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP).

5. 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 LCP.