

# AMERICAN EMBASSY DAKAR, SENEGAL VACANCY ANNOUNCEMENT

**JOB ANNOUNCEMENT NUMBER: DKR-2012-005**

**OPEN TO:** All interested candidates  
**POSITION:** RELO Assistant, FSN-9/FP-5  
**OPENING DATE:** February 28, 2012  
**CLOSING DATE:** March 13, 2012  
**WORK HOURS:** Full-time position, 40 hours/week

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

The U.S. Embassy in Dakar is seeking an individual for the position of **RELO Assistant**.

*Copy of the complete position description listing all duties and responsibilities are available on the US Embassy website <http://dakar.usembassy.gov/>. Send your applications via e-mail to [PersonnelDakar@state.gov](mailto:PersonnelDakar@state.gov).*

### **13. BASIC FUNCTION OF POSITION**

Under the general direction of the Regional English Language Officer, the RELO Assistant is expected independently to: 1) plan, design and implement projects designed to promote and improve the teaching of English that support Post's MSRP goals and initiatives; 2) assist with exchange programs, including substantial management of the English Language Fellow and English Language Specialist programs; 3) maintain a wide range of professional contacts; 4) conduct RELO outreach activities and keep track of outreach materials; and 4) manage RELO office administrative and budget tasks.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

#### **1. Program Planning, Design and Implementation (35%)**

Helps design, plan, and coordinate USG English language programs, including teacher training and other professional development programming, that support Post's MSRP goals. Since the RELO holds a regional position and spends much time out of Dakar and out of the country, the RELO Assistant is expected to initiate and implement English Language Program projects, using his or her own judgment, experience, and knowledge of the English teaching profession and the situation of English Language Teaching (ELT) in Senegal and Guinea-Bissau.

Both with the RELO and individually, consults with Ministry officials, university department heads, teacher trainers, ELT program administrators, ELT teaching associations, NGOs involved in education and teachers nationwide in order to plan and design programs that fit in with the Post's MSRP goals, PD strategic goals and the needs of the Senegalese and the Bissau-Guinean ELT communities. Accompanies the RELO on official visits and translates for the RELO as needed.

Arranges and conducts seminars, conferences, workshops and meetings. Advises the RELO and PAS on the types of events to hold and the types of audience to target. Works directly with Senegalese and Bissau-Guinean educational officials at both high ministerial and local levels to prepare the events. Throughout the events, handles the professional and administrative requirements of participants. The RELO Assistant may be asked to present substantive workshops, lectures, or speeches as appropriate at such events. For these purposes, the incumbent may be required to travel outside Dakar, to Guinea-Bissau and at times within the region.

Assists RELO with managing the English Access Micro scholarship Program. This includes working with

Access providers and Peace Corps to organize and implement annual summer camps, assisting providers with recruitment and closing ceremonies, and ensuring that certificates are printed, signed and distributed in a timely fashion. If an Access program is opened in Guinea-Bissau, the RELO assistant will help to manage this program.

## **2. Exchanges, including English Language Fellows and Specialists (15%)**

Assists with all of Post's exchange programs related to English teaching, including summer institutes in ELT methodology, IV or Voluntary Visitor Programs for English teachers, and the International Leaders in Education program. Exchange support includes, but is not limited to, visiting educational institutions to interview potential candidates for the various programs, corresponding with the candidates, and assisting the Cultural Affairs Assistant to complete applications and briefings.

For the English Language Fellow Program, helps to identify potential host institutions for Fellows and to negotiate realistic project descriptions (for the Fellows) and cost sharing (from the host institutions). Is the main coordinator for the application process and communication (including but not limited to cables and e-mail messages) between the host institutions, ECA/A/L, and the Fellow program administrator (currently Georgetown University). Has primary responsibility for the logistical and administrative support for the Fellow and the Fellow's activities in-country. Prepares any required reports or communication as needed regarding the evaluation or effectiveness of the Fellow or the Fellow program. For these purposes, the incumbent may be required to travel outside Dakar and to Guinea-Bissau, as appropriate.

For the English Language Specialist (ELSpec) Program, helps implement grants for academic Specialists by arranging the ELSpec's in-country travel and accommodation and handling their professional and administrative requirements, including travel grants.

Provides written advice to Specialists (and Fellows) on the state of English language teaching in Senegal and Guinea-Bissau, including background information, political relationships and other pertinent issues, plus cultural and administrative information related to working with local institutions.

## **3. Professional Contacts (15%)**

The RELO assistant maintains substantive and regular contact with Senegal's ELT community at the ministerial, tertiary, and secondary education levels, as well as in the private sector, to promote U.S. ELT methodologies, products, and services. The RELO assistant works on establishing contact with Guinea-Bissau's ELT community at all levels and on maintaining contact with this community. Disseminates information to RELO contacts about ECA/A/L, such as the E-Teacher scholarships, and Webinars. Recommends entry of key contacts into Post's DRS and on guest lists as appropriate. Maintains a current database of RELO contacts, including youth not included in Post's DRS. Conducts substantive meetings with ELT professionals both inside and outside the office.

## **4. Manage RELO Outreach Materials and Activities (15%)**

Represents the Mission at professional events on English teaching and education.

Is responsible for selecting and ordering ECA/A/L English language program materials and commercially published materials as needed. Supervises the distribution of all incoming and outgoing ELT materials. Works with IRC staff, to distribute the FORUM magazine efficiently to over 1000 contacts on the FORUM subscription lists.

Has responsibility for designing and giving updates to the PA Webmaster for the RELO section on the

Embassy's external web site. Ensures links on the web site to other sites are appropriate to the RELO's audience and active. Gives suggestions on content for the Embassy's social media activities that are relevant to the ELT community.

**5. Administrative/Budget Responsibilities (15%)**

In coordination with the RELO and financial section of the Embassy, keeps track of the RELO budget. Maintains and organizes required office records and files including, but not limited to, contact database, distribution lists, guest lists, an inventory of materials and resources both donated and on hand, and appropriate documentation on all RELO grants and activities.

Conducts administrative responsibilities for registering participants from Senegal and Guinea Bissau in the E-teacher and Webinar programs, which includes submitting contact information, guiding teachers through the registration process, printing and distributing certificates.

As appropriate, drafts office correspondence in English and French, including, but not limited to, Mission Activity Tracking (MAT) reports, cables, e-mail messages, invitations, thank-you notes, grant proposals, and evaluation reports.

**6. Regional (3%)**

Assists the RELO with regional projects and program activities as requested. Helps identify and/or design possible regional projects that will support the ELT goals of the Mission's MSRP, the Senegalese English teaching community and the RELO. For these purposes travel outside of Senegal, and especially to Guinea-Bissau, may be needed.

**7. Other (2%)**

Is a full and active member of the Public Affairs Section, so performs other duties for the section such as planning Black History Month activities, contributing to staff meetings, providing analysis and briefings for the PAO and at times the Front Office, especially in the RELO's absence.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**a. Education:** Master's degree in Teaching English as a Foreign Language (TEFL), Applied Linguistics, English or relevant field.

**b. Prior Work Experience:** Five years of experience in teaching, teacher training / development or other field relevant to language education. Familiarity with areas of TEFL, such as English for Specific Purposes, content-based instruction, curriculum development, and testing and assessment.

**c. Post Entry Training:** The incumbent would receive training from the RELO in relevant office procedures, working in the U.S. Embassy environment, working with ECA/A/L and other relevant State Department elements.

**d. Language Proficiency:** It is essential that the incumbent have demonstrated fluency in English (a proficiency equivalent to a 4/4 FSI level, or 575 or greater on the TOEFL) and in French. The incumbent must be able to write complete, coherent texts from the paragraph level to full report level with minimal errors in English grammar, syntax, and spelling. The incumbent must demonstrate a functional vocabulary relevant to the position.

**e. Job Knowledge:** Substantive and specific knowledge of the field of Teaching English as a Foreign Language, including state-of-the-art techniques and methodology. Solid knowledge of education in Senegal at all levels, especially language education in both the public and private sectors. General knowledge about U.S. society and culture, and the American education system.

**f. Skills, and Abilities:** Demonstrated ability to function under minimal supervision. Ability to organize and coordinate professional development programs, establish and maintain professional contacts and deal effectively with a variety of administrative tasks. Must have initiative, flexibility, and an excellent interpersonal manner. Must be able to travel throughout Senegal for programming and consultations. Must have strong computer/word processing skills and typing at level II, and familiarity with Microsoft Excel and Power Point. Ability to draft reports and to correspond with other offices independently.

## **16. POSITION ELEMENTS:**

### **a. Supervision Received:**

The assistant will be directly supervised by the RELO. When the RELO is on travel, the assistant will be supervised by the Cultural Affairs Officer and/or the Public Affairs Officer. In all cases, the assistant would receive minimal supervision.

### **b. Supervision Exercised:**

The incumbent will monitor and evaluate the effectiveness of organizations and individuals receiving RELO financial assistance and other grant support. When escorting a specialist or speaker, the incumbent will evaluate his/her program and performance. S/he will work directly guiding the English Language Fellow(s) assigned to Senegal.

### **c. Available Guidelines:**

Office files contain examples of most forms of correspondence (memos, cables, e-mails, faxes). RELO will provide guidelines on office procedures. Guidelines can also be obtained from other elements in the Mission who work regularly with RELO: B&F, GSO, Travel, etcetera.

### **d. Exercise of Judgment:**

In the RELO's absence, the assistant is expected to exercise good judgment in making general programming decisions. S/he is also expected to demonstrate good judgment while escorting specialists and visitors within Senegal and when requesting assistance from ECA/A/L in Washington, D.C. S/he is responsible for a variety of projects and programs and is expected to make decisions in line with the objectives of the RELO and Mission.

### **e. Authority to Make Commitments:**

In consultation with the RELO, the incumbent will have the authority to make programming commitments. However, the incumbent will not be able to make any financial commitments using USG funds without RELO approval and authorization

**f. Nature, Level, and Purpose of Contacts:** The incumbent will update and maintain the RELO database of contacts. The incumbent will interact with a wide range of contacts, from the public, private and NGO sectors including: students, classroom teachers, heads of departments and deans, GOS educational officials, book distributors, publishers, educational associations, and alumni organizations. The purpose of these contacts is to ensure that RELO programming is well focused and effective, encountering minimal problems or disruptions.

Employee in regular contact with teachers of English, school and Ministry of Education officials, PAS exchange participants to plan programs, make appointments, plan travel, organize exchanges, etcetera.

**g. Time Expected to Reach Full Performance Level:** six months.

**SELECTION PROCESS:** When equally qualified, 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 EFM's 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: [PersonnelDakar@state.gov](mailto:PersonnelDakar@state.gov)**

**CLOSING DATE FOR THIS POSITION: March 13, 2012**

*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.