

**AMERICAN EMBASSY  
DAKAR, SENEGAL  
VACANCY ANNOUNCEMENT**

**Job Announcement Number: DKR-2013-030**

**OPEN TO:** All interested candidates  
**POSITION:** Travel Coordinator / Voucher Examiner FSN 8 FP 08  
**OPENING DATE:** April 9<sup>th</sup>, 2013  
**CLOSING DATE:** April 24<sup>th</sup>, 2013  
**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 **Travel Coordinator / Voucher Examiner**

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 [DakarHRO@state.gov](mailto:DakarHRO@state.gov).

**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.

**REQUIRED QUALIFICATIONS**

**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:**

List both English and host country language(s) proficiency requirements by level (1/, 1/1) and specialization (*sp/read*). Level III reading 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:** Upon completion of the initial two-week mandatory announcement period, only Locally Employed Staff (LES) internal candidates who are currently employed by the Mission will be considered. If no internal candidate is selected, the position will be available to external candidates who are not employed by the Mission. 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 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-714), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-714.
- (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](mailto:DakarHRO@state.gov)

**CLOSING DATE FOR THIS POSITION: April 24<sup>th</sup>, 2013**

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. Locally Employed Staff (LES): An individual currently employed by U.S. Mission Senegal.

2. 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.

3. 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.

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 US 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 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). If an individual is holding a diplomatic status through a spouse or partner by a third country or international organization (e.g., Union Nations), the candidate is classified as Not Ordinary Resident (NOR) and paid off the US FP Scale.

6. 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.