

**AMERICAN EMBASSY  
DAKAR, SENEGAL  
VACANCY ANNOUNCEMENT**

**JOB ANNOUNCEMENT NUMBER: D-2013-034**

**OPEN TO:** All interested candidates  
**POSITION:** TSA Program Analyst FSN 9 / FP5  
**OPENING DATE:** May 28<sup>th</sup>, 2013  
**CLOSING DATE:** June 12<sup>th</sup>, 2013  
**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 **TSA Program Analyst**.

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

**BASIC FUNCTION OF POSITION:**

Transportation Security Administration Representative (TSAR) is a senior representative of TSA (GS-15 equivalent) responsible for developing and maintaining professional relationships, working closely with national level foreign government authorities and U.S. mission officials to promote consistency between international security standards, foreign government requirements and TSA regulatory programs at airports and other transportation modes. The TSA Program Analyst/Operations Specialist performs a number of critical duties to establish and maintain the infrastructure necessary to support strategic and operational goals and objectives of the TSA Representative/Attaché office in accordance with the International Outreach Plan required by NSPD-47/HSPD-16. The incumbent performs a multitude of duties to include: interacting with all levels of host government and mission officials; budget and fiscal management; office management and administration; operational planning and coordination e.g. TSAR travel, visiting U.S. Foreign delegations, meetings and conferences; and U.S. Host Country Federal Air Marshal Service Mission support and logistics.

**QUALIFICATIONS REQUIRED:**

**a. Education:**

Bachelors Degree in one of the following: Business Administration/Management, International Relations/Communications.

**b. Prior Work Experience:**

3 to 5 years of general office management work experience within a customer oriented environment. In addition, work experience involving: financial activities such as maintaining budgets, accounts or bookkeeping; project management and coordination; data management, involving with qualitative and quantitative analysis. The aforementioned experience to have been within law enforcement, aviation, the security sector or travel industry.

**c. Post Entry Training:**

DS 298 Page 3 of 2 TSA Mandatory On-line Training- IT Security Awareness Training, Sensitive Security Awareness (SSI), Intro to Civil Rights, Arab/Muslim Cultural Awareness, Guidance regarding

the use of Race for Law Enforcement Officers, TSA Operations Security, Employee Conduct and Responsibilities, Classified National Security Information for TSA Employees, Respecting Privacy and Preserving Freedom. Acquiring knowledge of complex/technical regulatory material concerning transportation security issues with the TSAR's areas of responsibility: Cable Management (SMART); Orientation of US Embassy Dakar processes and procedures.

**d. Language Proficiency:**

List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read) English Level IV, French and Wolof

**e. Job Knowledge:**

Strong knowledge of office management procedures and practices. A solid working knowledge of maintaining and monitoring budgets. A general knowledge of protocol and procedures within Dakar and the Department of Homeland Security, and the Transportation Security Administration. An understanding of transportation security issues within the TSAR's areas of responsibilities: Benin, Burkina Faso, Ivory Coast, Cape Verde, Gambia, Ghana Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone and Togo.

**f. Skills and Abilities:**

Advanced proficiency with Microsoft Excel and Word, and basic computer skills in Microsoft PowerPoint and other tracking databases. Incumbent requires excellent verbal, writing and editorial skills. Must have the ability to operate effectively during contingency operations, and support the TSAR during crisis management situations. Ability to analyze qualitative and quantitative data, and filter information accurately and succinctly into reports/memos for TSAR. Ability to interpret and use independent judgment to filter cable traffic to the TSA office by analyzing the content and informing the TSAR of important issues and emerging trends. Employee must be able to relate financial activities (funding, obligations, liquidations, strip codes, etc.) to financial plans and budgeting requirements for prior and current years. Must be able to analyze and project future budgetary requirements for assigned operating allowances. Must be able to analyze complex issues or changes in TSA programs, relate them to TSA or financial requirements, and explain their ramifications (see below). Incumbent must demonstrate a high level of initiative and resourcefulness, and be able to work highly independently. Excellent interpersonal skills and ability to initiate and maintain working level contacts with all TSA relevant contacts (see Item 16.f). Tact and discretion are essential. A high degree of flexibility is required. Given the immediate impact of the TSA programs and operations, the incumbent must have a very high degree of professionalism and flexibility to plan and take proper action on short notice. Ability to research.

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

**CLOSING DATE FOR THIS POSITION: June 12<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. 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.