

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 05-2011

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Cultural Affairs Assistant

OPENING DATE: February 7, 2011

CLOSING DATE: February 21, 2011

WORK HOURS: Full-time; 40 hours/week (Monday-Friday)

GRADE: *Not-Ordinarily Resident: FP--06 (To be confirmed by Washington)

*Ordinarily Resident: FSN Grade 08

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

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy in Freetown is seeking an individual for the position Cultural Affairs Assistant

The position is Term-Limited of one year employment or lesser than one year, depending on the continuing need of the service. The position is located in the Public Diplomacy Section and reports to the Public Affairs Officer.

FUNCTIONS OF THE POSITION:

Exchange Programs:

Evaluates exchange opportunities provided by Washington and advises PAO on which available programs would best suit Mission Strategic Goals. Develops and maintains good working knowledge of all State Department exchange programs -- including Fulbright (Junior Staff Development, Senior Specialist, Science and Technology Award, etc.) and Humphrey Scholars Programs, the International Visitors Leadership Program, Africa and

Multi-Regional Grants, and any other relevant cultural and/or educational exchanges. Responsible for recruiting and recommending suitable nominees to PAO.

Maintains files for all exchange participants/grantees, handles related correspondence, and assists with application procedures. Assists participants/grantees with travel/visa arrangements, and provides pre-departure briefings on program requirements and American cultural norms. Debriefs travelers upon their return; arranges meetings with PAO and Ambassador as needed.

For exchanges involving visitors from the U.S., employee will design appropriate programs and representational events -- including working with other Embassy staff to coordinate use of audio-visual resources and Embassy facilities; identifying and working with host-country partners; drafting invitation lists; and coordinating publicity. Employee will also assist visitors with travel logistics such as hotel reservations and access to Embassy services.

Develops and maintains strong relationship with alumni of exchange programs through local alumni association; attends and assists with coordination of alumni events. Maintains alumni database; monitors www.alumni.state.gov website; shares relevant information with both alumni association and Washington.

Cultural Programs:

Coordinates with the Information Resource Center (IRC) Director on distribution of books, videos, and other cultural materials to schools, libraries, and other institutions.

Designs original programs (in addition to those offered by Washington) on a variety of cultural and educational themes of interest to the host country audience. These may include lectures, seminars, panel discussions, film shows, commemorative events, etc.

Supports Public Affairs Section:

Employee advises the Public Affairs Officer (PAO) on aligning PD program themes and topics with Mission Strategic Goals. Programs may include American and host country academics, cultural specialists, athletes, performing artists, experts on various themes and/or alumni of exchange programs.

Cultivates and maintains host country contacts who are influential in the society, the arts and academia. As required, attends representational events with other Embassy staff and host country guests. Develops working relationships with local organizations as prospective grantees. As directed, prepares formal and informal reports on relevant cultural activities and social trends. Advises PAO on host country opinions and attitudes relating to U.S. policy. Keeps abreast of political, economic, and cultural developments in the host country.

Backs up the position of Educational Advisor in his or her absence. Shares ideas and materials with Educational Advisor as needed.

QUALIFICATIONS REQUIRED

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

- 1. Education:** University degree in Liberal Arts or related field. Practical experience working in the field of arts and culture may be substituted for formal education, but must clearly demonstrate that candidate has required skills.
- 2. Experience:** Minimum five years' relevant experience working in academia, arts/cultural organizations, and/or relevant government ministries.
- 3. English Ability:** Level 4 English language ability (written and spoken) required.
- 4. Other Criteria:** Extensive understanding of host country culture and attitudes toward the United States. Current knowledge of the political, economic, and social developments in host country. Appreciation of the U.S. Mission, its aims, objectives, and activities. A good working knowledge of the United States' people and history. Previous travel within the U.S. helpful.
- 5. Other Skills:** Employee must be able to work effectively with all types of individuals. This is of great importance when coordinating complex programs. Strong oral and written communication skills, including public speaking. Reliability; ability to organize work program with minimal supervision. Attention to detail.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold 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 applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Temporary Cultural Affairs Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service

member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 21, 2011

The US Mission in Freetown 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.