

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 024-13

OPEN TO: U.S. Citizen Appointment Eligible Family Members (AEFMs) - All Agencies

POSITION TITLE: Community Liaison Officer (CLO)

OPENING DATE: June 25, 2013

CLOSING DATE: Until When Filled

WORK HOURS: Part Time 20 Hours/Week to Full Time 40 Hours/Week

SALARY: To be Determined by Washington Based on Qualifications

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Freetown is seeking an Eligible Family Member (EFM) for employment in country for the position of Community Liaison Office Coordinator (CLO). The position is located in the Management Section and reports to the Management Officer.

FUNCTIONS OF POSITION:

The duties of the CLO are defined in eight areas of responsibility. The CLO develops and administers a program plan across the eight, which is client-driven and responsive to post-specific needs. The CLO serves all agencies under Chief of Mission authority at post.

Gather, maintain and disseminate information to the community, post management, and appropriate functional offices in the Department. Establish and maintain a community resource center that includes Internet/Intranet access.

Organizes cultural activities and programs to facilitate employee integration in the community, increase awareness of local traditions and culture, and enhance morale of employees and family members. Promotes the CLO program to the community. Gathers, maintains and disseminates information to the community, Post management and appropriate functional offices in the Department.

Advocate for family member employment opportunities within the Mission and on the local economy and recommend policy initiatives to post management. Serve on the Post Employment Committee and advocate for family member preference and a formalized post hiring policy.

Provides pre- and post-arrival information to direct hire Americans, their family members, and TDY personnel. Drafts welcome letters; prepares and sends welcome packages to newcomers; meets with new arrivals to assist with adjustment to Post. Organizes Post welcome activities and coordinates Post orientation and sponsorship program.

Serves on the Emergency Action Committee, relaying critical security information between post management and the community. Works with the RSO to organize security briefings, contingency planning seminars and town meetings. Develops and maintains an emergency contact list of employees and their family members at post and the U.S. in coordination with the Consular Section.

Provides information and referral service on educational options available to employees and family members at Post. Prepares annual School Summary Reports for the Office of Overseas Schools, the annual Child Care Report, and maintains the Family Member Employment Report (FAMER) for the Family Liaison Office (FLO) in Washington.

Prepares and submits periodic reports as required.

QUALIFICATIONS REQUIRED

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

Minimum Qualification Requirements for full performance level (grade will be determined by AF/EX-FME Coordinator and FLO):

1. **Education:** Minimum Two Years of University Attendance with an Associates Degree.
2. **Experience:** Two years of full-time professional work experience that demonstrates the ability to perform the work.
3. **Language ability:** Level 4 English Language ability (fluent) in written and spoken English required.
4. **Knowledge:** Knowledge of office practices and procedures required.
5. **Skills and Abilities:** Ability to be responsible, alert, and reliable required. Must be well organized.
6. **Interpersonal skills:** The ability to work in a high stress, high volume, production environment. Ability to interact with all members of the Embassy family.
7. **Other Criteria:** Must be a U.S. citizen Appointment Eligible Family Member (EFM) of a U.S.G. direct-hire or uniformed service employee. Must have or be able to obtain a top-secret security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application may not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or
2. A current resume or curriculum vitae that provides the same information as a DS-174; plus
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 address the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Management Officer
American Embassy
Freetown

Or

Email: HRFreetown@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire non-career 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).
- Is 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 listed on approved form OF-126 (Foreign Service Residence and dependency Report) of a US Foreign Service, Civil Service employee 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;
- If a Domestic Partner applies, the Foreign Service, Civil Service employee 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, must have filed and obtained approval of form DS-7669 from HR/EX/ASU.
- 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 or approved form OF-126 who do not meet the above criteria are not AEFMs or US Citizen EFM's for purpose of 3 FAM 8210.

CLOSING DATE FOR THIS POSITION: Until When Filled

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.