

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 20-2011

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Library/Outreach Program Assistant

OPENING DATE: August 16, 2011

CLOSING DATE: August 30, 2011

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP--07 (To be confirmed by Washington)

*Ordinarily Resident: FSN Grade 07

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 of Library/Outreach Program Assistant. The position is located in the Public Affairs section and reports to the Information Resource Center Director.

FUNCTIONS OF POSITION:

Daily Routines of the Library:

Schedules appointments for researchers using the Information Resources Center (IRC) services. Briefs users on IRC services and procedures. Provides individual instruction to researchers using IRC reference material. Upon request, provides books, periodicals and other written material to target audience members. Drafts reminder notices and places phone calls to patrons who have overdue books, monitors activities in the IRC to ensure that books and documents are not stolen or abused.

Purchases publications and products as directed by the IRC Director. Catalogs and maintains collection. Shelves all new acquisitions and IRC books returned by patrons, ensures that IRC books and shelves are organized and clean, repairs damaged books, logs all periodicals as received and places them on shelves, utilizes online cataloging system to keep track of books and maintain online catalog records for new acquisitions per IRC Director's instructions, maintains membership cards after the individuals have applied for and been offered membership by the IRC Director, answers patrons' questions regarding membership. Assists in the preparation of monthly library statistical reports and other reports as necessary. Assists the IRC Director in conducting annual inventory, and serves as back up IRC Director. Assists and monitors IRC users in the use of the Internet.

Research and Reference Work:

Gathers information using a wide range of traditional and electronic resources including but not limited to, the Internet, CD-ROMs, online databases, and U.S. knowledge of subject matter. Identifies items of interest to IRC clients by reviewing incoming documents and periodicals. Keeps abreast of emerging information technology and the structure and validity of its content.

Responds to inquiries for basic information from host country audiences, Public Affairs Section staff and other mission agencies. Analyzes the content of the inquiry and contacts clients for clarification if required. Refers complex inquiries to the senior FSN, the Information Resource Center Director.

Identifies reference materials, which are out of date, or of marginal interest to the target audience, and recommends disposal to the IRC Director.

Library Outreach:

Establishes and maintains records of IRC outreach activities and services, plans outreach programs and periodically reports to the supervisor.

Education Advising:

Interviews and advises prospective students wanting to study in the United States. Assists in the selection of colleges/universities. Assists in finding financial aid for students. Arranges and supervises practice session on past TOEFL/GRE/GMAT papers. Monitors mock tests. Is the focal point for local, regional, international schools, colleges and universities seeking educational information or clarification of academic documents presented by Sierra Leoneans studying abroad.

Collates, prepares and sends monthly reports and an annual report to the Regional Adviser in Accra, Ghana. Responsible for preparing and indexing files for students and educational advising documents. Responsible for keeping a record of student's name, address, phone number, and academic achievements.

QUALIFICATIONS REQUIRED:

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

1. **Education:** Completion of Secondary School and diploma in library and information science is required.
2. **Experience:** Three year of progressively responsible experience in traditional library reference services and in the use of emerging information technologies and electronic media resource experience required.
3. **English Ability:** Level III English ability (good working knowledge) in written and spoken English. Level 3 Krio Language required.
4. **Other Criteria:** Must be familiar with electronic retrieval and delivery tools, in particular the Internet and standard information science practices and procedures. A basic understanding of contemporary U.S. affairs as well as knowledge of U.S. government and political processes.
5. **Other Skills:** Must have an excellent service orientation to target audience and cross cultural skills. Ability to carry out reference researches and respond rapidly to request.
6. **Interpersonal skills:** Must be able to work effectively with American and Foreign National staff and researcher.

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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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 Library/Outreach Program Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076-515-075

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 EFM's 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 EFM's 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: August 30, 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.