

EMBASSY OF THE UNITED STATES OF AMERICA
MBABANE, SWAZILAND
VACANCY ANNOUNCEMENT

VA 023-14

May 9, 2014

OPEN TO: US Eligible Family Member (US EFM) students, full-or-part time programs, ages 16-24, of direct-hire employees officially and physically posted to Mbabane, Swaziland

POSITION: 2014 Overseas Seasonal Hire

OPENING DATE: May 9, 2014

CLOSING DATE: May 30, 2014

SALARY: Commensurate with the student's education or experience (see Section "H")

The Human Resources (HR) Office is accepting applications for the 2014 Overseas Seasonal Hire Program (OSHP). The OSHP is designed to facilitate the employment of U.S. direct-hire Eligible Family Member (EFM) students and to provide clerical and administrative support to posts abroad during the summer vacation season (and the spring and winter breaks).

A. ELIGIBILITY REQUIREMENTS

The OSHP is intended for EFMs who are officially physically and/or geographically resident or attached to the sponsor's post of assignment. Interested applicants **must be willing to work a minimum of four weeks during the Southern Hemisphere summer break**. Applicants for seasonal hire positions must meet the following requirements (*Items 1 to 4*):

1. **Citizenship:** Must be a U.S. citizen.
2. **Family Member Status:**
 - Must be a family member of a USG civil, foreign, or military service member assigned to the employing post.
 - Family members attending boarding schools or universities whose *home of record* is the sponsor's post of assignment.
 - USG contractor family members who meet the eligibility criteria above, and are under COM authority and assigned to post as a family unit as "not ordinarily resident" (NOR) are also eligible to participate in the OSHP, provided that the family members are listed on official travel orders.
 - 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.
3. **Student Status:** must be a full-time or part-time student currently enrolled in a course of study at an educational institution, college, or university within the past 12 months, and is registered to re-enroll in the immediate upcoming regular school term. (Enrollment in an

on-line course of study is qualifying). Applicants must present evidence of their student status which post will certify and include with official employment documentation.

4. **Age Requirement:** Applicants must be at least 16 years of age at the time of their appointment/hire, and can be no more than 24 years old. To-date, there has been no change or waiver to lower the age for USG seasonal appointees/hires below 16 years.

B. TO APPLY – (Applicants MUST be resident in Swaziland; or returning to country from school)

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

1. Application for Employment (DS-174) attached; **or**
2. Verification that student is available for the dates indicated; plus
3. Evidence of their student status which post will certify and include with official employment documentation; **and**
4. Name and employing section/agency of their sponsoring family member.

The application package should be submitted to the HR Office, Central Bank Building, 7th Floor, Mahlokohla Street, Mbabane by **COB Friday, May 30, 2014.** Or via email to:

Mbabane_HRRecruitment@state.gov.

If you have any questions about the Seasonal Hire Program, please contact Management Officer Susan Cheatham at (+268) 2404-6441/5 extension 2218/email cheathamsc@state.gov; or HR Assistant Denise Mziyako at (+268) 2404-6441/5 extension 2215/email mziyakodp@state.gov.

C. SELECTION PROCESS

The Management Officer and Supervisors will jointly evaluate each individual candidate in accordance with the qualifications required as well as students' availability dates. It is the responsibility of each applicant to ensure they provide all information in Section "B" at the time of application.

D. LETTERS OF EMPLOYMENT

Each successful applicant will be issued an offer of employment, which must be signed before the employee begins to work. The letter will specify the salary and grade level, period of employment and other terms and conditions of employment.

E. NOTIFICATION OF FINAL DAY OF WORK

All seasonal-hire employees are **required** to submit a letter of resignation with a forwarding email and/or mailing address to the HR Office at least one full week before their last day.

F. EMPLOYMENT PERIOD

All appointments will end on September 30, 2014. **Applicants must be willing to work a minimum of two weeks to be eligible.**

G. AVAILABLE POSITIONS – All positions are subject to funds availability.

The available position description listing will be posted at a later stage.

H. SALARY:

All salary payments to American employees (including seasonal hires) will be made electronically by direct deposit (EFT). As a matter of equity and fairness, the Department of State has established standard rates of pay for the OSHP. Much of the work to be performed during the seasonal months is normally of a routine clerical nature and post will employ seasonal hires on the 2014 FS

Extended Salary Pay Scale (*based on a full-time, 40-hour work week*) restricted to the FP-EE/1 (minimum wage) through FP-AA levels commensurate with the candidate's education or experience. The minimum qualification requirements are:

- FP-EE: High school student - \$7.25/hour
- FP-DD: High school graduate or general equivalency diploma (GED), and/or three months of clerical work experience - \$8.62/hour
- FP-CC: Meet FP-DD criteria plus 1 year of college, or 6 months of clerical work experience - \$9.69/hour
- FP-BB: Meet FP-DD criteria plus 2 years of college, or 1 year of clerical work experience - \$10.57 and
- FP-AA: Meet FP-DD criteria plus 3 years of college, or more than 1 year of clerical work experience - \$11.87

CLOSING DATE FOR THIS POSITION: FRIDAY, MAY 30, 2014

The American Embassy in Mbabane, Swaziland provides equal opportunity and fair and equitable treatment in employment to all people without regards 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 opportunity in all personnel operations through continuing diversity enhancement programs.

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DS174 (Revised
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