

EMBASSY MANAGEMENT NOTICE

EMBASSY OF THE UNITED STATES OF AMERICA

Mbabane, Swaziland

No. 082/10	Subject: VACANCY ANNOUNCEMENT LIBRARIAN	Date: November 8, 2010
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An Equal Opportunity Employer

- OPEN TO:** All Interested Candidates
- POSITION:** Librarian
- OPENING DATE:** November 8, 2010
- CLOSING DATE:** November 22, 2010
- WORK HOURS:** Full-time; 40 hours/week
- SALARY:** *Based on a full-time, 40-hour work week*
- For persons Ordinarily Resident (OR*) in Swaziland: E205,707 – E308,557 per annum (position grade FSN-09). Non-cash benefits include medical and pension where applicable
 - For EFMs* and persons Not Ordinarily Resident (NOR*) in Swaziland: Position grade FP-05; salary is in US Dollars based on the US pay plan. See the HR section for more details.
All FP position grades are determined by HR in Washington DC

NOTE: Applicants ordinarily resident in Swaziland must have the required residency permits to be eligible for consideration

The U.S. Embassy in Mbabane is seeking an individual for the position of **Librarian** in the Public Affairs Section.

BASIC FUNCTION OF POSITION

The incumbent is responsible for the overall management, direction, and operating environment of the Information Resource Center (IRC). Plans and implements a proactive outreach program to advance the U.S. Mission's goals. Initiates and maintains direct ongoing personal contact with audience members at the highest level and with key institutions in the bilateral relationship, including the American Corner program. Supervises the research, reference, circulation, and outreach activities conducted by the IRC staff.

QUALIFICATIONS REQUIRED

NOTE: ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. **Items 1-6 are ALL REQUIRED**

1. Bachelor's degree in Library Sciences, Communications, NGO Management, or related field with a specialization in information science recognized as a professional qualification within the country is required.
2. At least three to five years of progressively responsible experience, in the field of library/information management is required.
3. Level IV (fluent) reading/writing/speaking English language is required. (**This will be tested**). Level IV (fluent) reading/writing/speaking SiSwati language is required.
4. Ability to carry out complex reference searches and respond rapidly to requests is required.
5. Thorough knowledge of computers including MS Office Suite is required.
6. Experience developing programs and training sessions on research, information technology, library usage or related activities is required.

SELECTION PROCESS

When fully qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Qualified AEFM applicants who also have U.S. Veterans preference will receive the highest preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, section need for continuity, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed Not-Ordinarily Residents (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 candidates for this position must submit the following:

1. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as an DS- 174; plus
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 with their application.

SUBMIT APPLICATION TO:

U.S. Embassy
Human Resources Office
Central Bank Building
7th Floor, Mahlokohla Street
P.O. Box 199, Mbabane, Swaziland

For more information, please view the vacancy announcement details on the internet at:

<http://swaziland.usembassy.gov/>

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Denise at telephone number 404-6441 ext. 2215.

*** DEFINITIONS**

1. U.S. Citizen Eligible Family Members (USEFM) or Family Member Appointments (FMAs): Terms used for hiring family members of Americans assigned to Swaziland for jobs in the Mission. A USEFM must be a U.S. citizen spouse or domestic partner or child who is unmarried and at least 18 years of age and on the travel orders of a direct-hire Foreign or Civil Service, or uniformed service member permanently assigned to post and under Chief of Mission authority. USEFMs must also be resident at sponsoring employee's or uniformed service member's post of assignment abroad, an approved safe-haven abroad or alternate safe-haven abroad or reside at an involuntary, separate maintenance allowance location (documented on the SF-1190). A U.S. Citizen on an FMA cannot receive a U.S. government annuity or pension based on a career in the Civil or Foreign Service.
2. Eligible Family Member (EFM): A term used to refer to family member non-U.S. citizen spouses, same-sex partners or other family members who are at least 18 years of age and on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to a US Foreign Service post under Chief of Mission Authority.
3. Member of Household (MOH): 1) Person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed 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) will reside at post with the employee.
4. Ordinarily Resident (OR): A citizen of Swaziland or a citizen of another country who is locally resident in Swaziland, has legal permanent resident status within Swaziland, is subject to Swaziland employment and tax laws, and has the required work and/or residency permit for employment in Swaziland. EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated under the local compensation plan for ORs.
5. Not-Ordinarily Resident (NOR): A non-Swazi citizen (U.S. citizen or foreign national) who, although legally resident in Swaziland, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under South African law. To be considered Not Ordinarily Resident, applicants must be eligible to work within the U.S. mission without needing a work permit under Swaziland law. They must also be in possession of a U.S. Social Security number and a U.S.-based bank account in their name. Those who do not meet all the requirements to be considered Not-Ordinarily Resident will be hired as Ordinarily Resident.

CLOSING DATE FOR THIS POSITION: NOVEMBER 22, 2010

The US Embassy in Mbabane 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.

Approved: MO/SCCheatham;
Cleared: RHRO/JLDavies
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