



**AMERICAN EMBASSY, COTONOU**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 015-10**

**OPEN TO:** All Interested Candidates

**POSITION:** **Alumni Outreach and Programs Coordinator**

**POSITION GRADE:** USEFM/EFM/MOH/NOR: FP-7  
(To be confirmed by Washington)

Ordinarily Resident (OR): FSN-07

**OPENING DATE:** October 06, 2010

**CLOSING DATE:** October 27, 2010

**WORK HOURS:** Full time; 40 hours/week

**NOTE: ALL QUALIFIED ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND ABLE TO QUALIFY FOR A BENINESE WORK PERMIT.**

The U.S. Embassy in Cotonou is seeking an individual for the position of **Alumni Outreach and Programs Coordinator** in the Embassy Public Affairs Section.

**BASIC FUNCTION OF POSITION**

Under the supervision of the Public Affairs Officer (PAO), and in consultation with and direction from the U.S. Department of State Bureau of Educational and Cultural Affairs (ECA) Alumni Coordinator in Washington, the incumbent is responsible for promoting greater contact with and cooperation among alumni of USG-sponsored exchange programs. The goal is to increase involvement in alumni and related Mission contacts in areas where they can promote USG goals.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.**

- a) Education: Three-year university degree in the liberal arts (literature, science and the arts), education, social sciences, international relations or related fields.
- b) Prior Work Experience: 3 years of experience working in an educational setting performing educational administration or teaching work, or working in an Embassy, NGO, private enterprise, or public relations setting performing administrative, public affairs, political or economic tasks.
- c) Language Proficiency: English and French, level IV (fluent) written and spoken.
- d) Knowledge: Must be able to develop and implement an alumni outreach strategy; organize events and programs for countrywide alumni audiences and integrate alumni into all Mission programs. Prepare and disseminate news and information of general interest to alumni; maintain an alumni database that interfaces with the ECA Alumni Archive; create/maintain country and/or program communities on State Alumni; contribute content to this website and coordinate the promotion of the State Alumni website among the different alumni audiences throughout the country.
- e) Skills and Abilities: Strong writing and computer skills in word processing and Power Point. Strong interpersonal skills needed to develop and maintain contacts among senior and/or up-and-coming contacts across important sectors of society (government, education, business, etc.). Must be able to work independently with limited guidance and supervision. Ability to exercise initiative, good judgment and resourcefulness in obtaining information and resolving problems. Good time management skills.

## **SELECTION PROCESS**

When equally qualified, both US Citizen Eligible Family Members (USEFMs), and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and the 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 Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a 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.

6. Priority consideration will be given to former employees of the U.S. Mission to Benin who were RIF'ed, for a period of twenty-four (24) months after the date of separation, providing they qualify for the announced vacancy and can present an evaluation record for the past five years that demonstrates consistent effectiveness as an employee.

## **TO APPLY**

**Interested candidates for this position must submit the following or HR cannot consider the application:**

**N.B.: Items A, B, C and D must be in English.**

- A. Cover letter.
- B. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (**DS-174**); **or**
- C. A current resume or curriculum vitae that provides the **same information** found on the UAE; **or**
- D. A combination of both, i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
- E. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- F. 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**

Human Resources Office  
American Embassy  
Rue Caporal Bernard Anani  
01 B.P. 2012, Cotonou  
Telephone: (229) 21 30 06 50  
Fax: (229) 21 30 19 74  
E-mail: [hrocotonou@state.gov](mailto:hrocotonou@state.gov)

## **DEFINITIONS**

**1. US Citizen Eligible Family Member (USEFM)** - For purpose of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see definition at #2) at least 18 years old; and

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority:
  - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
  - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**2. Eligible Family Member (EFM)** - An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610)
- 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;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**3. Appointment Eligible Family Member (AEFM)** - EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a U.S. citizen; and*
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and*
- *Is residing at the sponsoring employee's post of assignment abroad,*
- Does not receive a Foreign Service or Civil Service annuity

**4. Member of Household (MOH)** - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service members permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the Chief of Mission as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other

relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**5. Not Ordinarily Resident (NOR) – An individual who:**

- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN)

**6. Ordinarily Resident (OR) – A Foreign National or US citizen who:**

- Is locally resident; and,
- Has legal, permanent and resident status within the host country; and,
- Is subject to host country employment and tax laws.

**CLOSING DATE FOR THIS POSITION: October 27, 2010 at 17:30.**

The US Mission in Cotonou 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.