

# JOB VACANCY ANNOUNCEMENT

## AMERICAN EMBASSY – LOME

No.: 13HR-05

June 12, 2013

TO: All employees, all Agencies

SUBJECT: VACANCY ANNOUNCEMENT

OPEN TO: US Citizen Appointable Eligible Family Members (AEFMs) only – All Agencies

POSITION: CLO FP-06

OPENING DATE: June 13, 2013

CLOSING DATE: July 4, 2013

WORK HOURS: Part -time: 20 hours/week\*

**NOTE: ONLY US CITIZEN APPOINTABLE 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 US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The U.S. Embassy in Togo is seeking an Eligible Family Member (EFM) for employment in country for the position of **Community Liaison Officer (CLO)** in the Management Section.

To apply, please go to: <http://togo.usembassy.gov/employmt.html>

### BASIC FUNCTION OF POSITION

Under the supervision of the Management Officer, the Community Liaison Officer (CLO) serves as all USG employees and family member at the U.S. Mission in Lomé. CLO strives to improve and maintain the morale and the quality of life for people through the information and referral services, cultural and recreational programs and counseling.

**The major duties and responsibilities are pasted at the end of the announcement.**

### 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 (minimum of High School degree) is required.
- 2. Work experience:** Minimum of two years of clerical/secretarial experience or community based program work experience is required.
- 3. Language:** Level III (good working knowledge) reading and speaking English and French ability is required.
- 4. Knowledge:** Knowledge of Lome is required.
- 5. Skills:** Ability to work with people to promote community spirit, to achieve consensus and to work in an ethnically and culturally diverse environment is required.

## 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.
5. The candidate must be able to obtain and hold a non sensitive, medical confidentiality security clearance.

## TO APPLY

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

1. Application for Employment as Local Staff or EFM DS-174; **and**
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 addresses the qualification requirements of the position as listed above.

## NOTE:

1. ALL APPLICATIONS MUST HAVE THE JOB ANNOUNCEMENT NUMBER AND THE POSITION TITLE IDENTIFIED.
2. ALL APPLICATION MUST BE SENT ELECTRONICALLY TO [HROLome@state.gov](mailto:HROLome@state.gov) EMAIL ADDRESS.
3. ALL APPLICATIONS **MUST** BE FOR AN OPEN/ADVERTIZED POSITION.
4. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.

## 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 or dependent that is at least age 18;
  - 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, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
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 EFMs and EFMs 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: July 4, 2013**

*The US Mission in Lome 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.*

Harby Issa  
Human Resources Officer

### **Major duties and responsibilities:**

Plans welcome and orientation to post for newcomers; provides information on educational concerns to newcomers; facilitates family member employment; serves as Mission/Community liaison; develops program/outing to meet members' interests; provides counseling and referral; gathers and disseminates information/resources for the community and Washington Management; actively coordinates Fourth of July celebration planning.