

# JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 11HR-03T  
Training Level

February 17, 2011

**REF: VACANCY ANNOUNCEMENT No 11HR-03 DATED FEBRUARY 17, 2011**

**PLEASE NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT 11HR-03 NEED NOT REAPPLY AS THEIR APPLICATIONS WILL BE CONSIDERED.**

**TO: All employees, all Agencies**

**OPEN TO:** All interested Candidates  
**POSITION:** Human Resources Specialist, FSN-9 (FP-05, AEFM only)  
**OPENING DATE:** February 18, 2011  
**CLOSING DATE:** March 4, 2011  
**WORK HOURS:** Full-time; 40 hours/week

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Togo is seeking an individual for the position Human Resources Specialist in the Human Resources Section.

To apply, please go to: <http://Togo.usembassy.gov/vacancies.html>

## **BASIC FUNCTION OF POSITION**

Under the supervision of the Management Officer, serves as Human Resources Management Specialist at post where there is no American Human Resources (HR) Officer. The HR Office supports State, Peace Corps and the Marines, serving a population of 180 employees (FS DH, FSNs, FMA, PSA, and MSG). Incumbent supervises 3 employees (2 HR Management Assistants and 1 HR Management Clerk.)

**The major duties and responsibilities are pasted just after the signature ( on page 4).**

## **QUALIFICATIONS REQUIRED**

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

- 1. Education:** University degree in Human Resources Management or Office Management is required.
- 2. Work experience:** Three to five years of progressively responsible experience in the Human Resources Management is required. At least one year of previous supervisory experience is required.
- 3. Language:** Level IV (fluent) English and French. Level III local language (Ewe) is required.
- 4. Knowledge:** Thorough knowledge of local labor and social security laws, as well as prevailing practices and customs as they apply to compensation, retirement and other phases of personnel management.
- 5. Skills:** Good managerial skills are required. Incumbent must have the ability to respect and maintain impartiality and client confidentiality.

## **SELECTION PROCESS**

When fully qualified, U.S. 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 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 U.S. 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.

## TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. 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**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO** All application documents must be scanned (PDF file) and submit to: [HROLome@state.gov](mailto:HROLome@state.gov)

### **CLOSING DATE FOR THIS POSITION: March 4, 2011**

The U.S. 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.

Ruth D. Wagoner  
Management Officer

## **Duties and Responsibilities**

Under the general supervision of the Management Officer, directs, performs and supervises the full range of human resources function at post.

### **I. American Personnel (FS) issues:**

For direct hire Americans, is responsible for arrival and departure processing. Prepares all travel messages and processes all necessary forms to initiate allowance payment. Responsible for payroll (T&A) related matters (pay, leave, allowance, adjustments, skill codes, FEHB, FEGLI, TSP issues. Advises and counsels employees on various benefits as to eligibility and entitlement. Contacts the appropriate bureaus, post and/or sections for adequate solutions whenever necessary. As post authority on personnel matters, answers all questions on American Allowance and benefits, various types of travel, R&R, Emergency Visitation Travel (EVT), education allowance/educational travel, etc. Is responsible for FMA program at post, evaluating the positions and supervising the recruitment process to include correspondence on special recruitment/retention needs (SQR, HPR).

Advises on and ensures completion of personnel actions for summer hire program and summer interns.

### **II. Locally Employed Staff Issues**

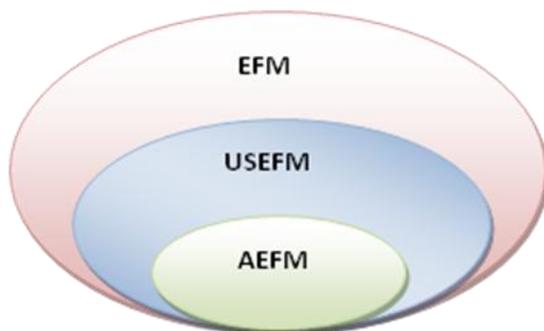
- Supervises post recruitment tasks which includes the evaluation of position to be advertised, the actual vacancy announcement, the preparation of personnel actions, placement and promotions of locally engaged staff.
- Handles the full spectrum of position classification actions at Post. Uses the Computer Aided Job Evaluation (CAJE) software to process all position descriptions submitted to the HR office for new positions, re-classifications actions or updating of responsibilities for LE staff and EFM positions. Reviews position descriptions and CAJE Job Discussion Help Sheets (JDHS) of all positions submitted. Conducts desk audits or interviews as appropriate and discusses any discrepancies with supervisor.
- Counsels employees and supervisors on conditions of work, expected level of performance, appropriate disciplinary action or counseling statements, permissible actions under local labor law, workmen's compensation claims, and social security (CNSS) and health insurance entitlements. Participates in performance counseling sessions.
- Maintains liaison with the Social Security Office (CNSS) Labor Office, Ministry of Labor and legal counsel for inquiries on Togolese labor law. Seeks advice of post's attorney as appropriate on LE Staff litigation cases and prepares documentation for Department of State Legal Office and/or Department of Justice as required.

- Maintains and updates as necessary the LE Staff Handbook and Local Compensation Plan (LCP). Drafts compensation plan for approval by Washington. Ensures that pertinent formulas are properly applied in the revised salary scale, drafts additions and changes in the narrative portion of the Local Compensation Plan, issues personnel notices, obtains approval of agency heads and distributes revisions as appropriate. Coordinates subsequent implementation by Charleston. Provides continuing explanation of compensation mechanisms to serviced agencies, supervisors, and LE Staff employees. Drafts annual response to HR/OE compensation questionnaire cable.
- Prepares various communications regarding inquiries and all types of leave and pay adjustments.
- As the Contracting Officer Technical Representative (COTR) for the local employees' Health Insurance Contract, manages the LE Staff Health Insurance Program, determining eligibility, requesting amendments; reviews bills for Contracting Officer's approval to insure that USG funds are properly spent. Forwards approved vouchers to B&F for payment and ensures that payment is made. Also serves as COTR for the legal contract with post's Attorney.

### III. General Human Resources duties

- Receives work assignments and delegates to HR staff as appropriate, reviews completed work for accuracy before submission to Management Officer or other end-user. Closely supervises all aspects of the duties of three local employees. Provides on-the-job training and technical guidelines for preparing various HR documents. Documents reviewed include, but are not limited to the following: job announcement, appointment letters, check-in and check-out packages, TM cables, diplomatic notes, EERs for LE Staff, medical insurance paperwork, memos, letters, etc. Ensures that section staff know where to find all pertinent HR-related information, particularly through Department of State intranet site and other resources.
- Drafts or updates Management Notices and Procedures on HR issues, such as recruitment policy, training policy, awards program, etc.
- Provides organized group trainings to local employees and/or American Officers as appropriate. Trainings include but are not limited to LE Staff evaluation program, writing/updating position descriptions, dealing with performance issues, retirement planning, reading of Earnings and Leave statements, etc.
- Oversees timely and accurate entry of American and LE Staff data into Webpass Post Personnel system
- Manages Post's Awards Program
- Prepares HR-related reports as requested by Management Officer.
- Other duties as assigned.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) 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, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

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, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- 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 member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. 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 COM as part of his/her household.

A 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 U.S. Citizen.

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

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

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

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References