

# JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 14HR-11

August 12, 2014

**OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs) – All agencies  
**POSITION:** Development Projects Special Assistant – FP-06  
**OPENING DATE:** August 12, 2014  
**CLOSING DATE:** August 26, 2014  
**WORK HOURS:** Full Time (40 hours)

**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 Development Projects Special Assistant in the Political and Economic Section.

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

## BASIC FUNCTION OF POSITION

The incumbent coordinates and tracks all development activities for the mission, in the absence of USAID. He/she will oversee the local staff to ensure the timely selection, financing, and implementation of meritorious projects

**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:** Bachelor in Agriculture and Related Sciences ; Architecture and Planning ; Area, Ethnic, Cultural, and Gender Studies ; Arts, Visual and Performing ; Biological and Biomedical Sciences ; Business ; Communication and Journalism ; Communications Technologies Computer and Information Sciences ; Education ; Engineering ; Engineering Technologies ; English Language and Literature , Health Professions and Related Clinical Sciences ; History ; Languages, Literatures, and Linguistics ; Law and Legal Studies ; Liberal Arts and Sciences, General Studies, and Humanities ; Library Science ; Math and Statistics ; Multi/Interdisciplinary Studies ; Natural Resources and Conservation ; Philosophy and Religion ;

Physical Sciences ; Psychology ; Public Administration and Social Services ; Science Technologies ; Social Sciences is required.

**2. Language:** Level IV (fluent) in speaking and reading English, and Level II speaking and reading French is required.

**3. Experience :** Two years work experience after completion of bachelor's degree in any of the areas listed above is required.

**4. Job Knowledge:** Must be computer literate – Microsoft Word, Excel, and Outlook required. Must have a basic knowledge of accounting and budgeting procedures

## **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**

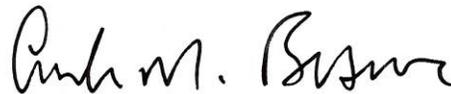
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (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: AUGUST 26, 2014**

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.



Audu M. Besmer  
Management Officer

## **MAJOR DUTIES AND RESPONSIBILITIES**

Incumbent is responsible for overseeing all development assistance funding, including but not limited to: the Ambassador's Special Self Help Fund (SSH), the Democracy and Human Rights Fund (DHRF), Humanitarian Assistance Project (HAP) funds, Foreign Military Funding (FMF), the Ambassador's HIV/AIDS fund, Trafficking in Persons (TIP) project funds, Economic Support Funds (ESF), International Narcotics and Law Enforcement (INL) project funds, the Ambassador's Emergency Disaster Assistance funds (OFDA), and other funding as available. He/she will also coordinate the mission's Op Plan and administer the Foreign Assistance and Coordination Tracking System (FACTS).

The DPSA should develop a briefing book that describes each of the programs, including funding agency contact information and implementation guidelines. He/she should develop a system to track status of all projects from all sources from initial proposal through project close-out. Incumbent will be responsible for evaluating the strengths and weaknesses of current procedures and adjusting accordingly, writing SOPs as necessary to reflect the practices.

The incumbent will work with the supervisor and local staff to develop and transmit funding proposals to the appropriate offices in the State Department, the USAID Regional Office, the Department of Defense, and other USG agencies. He/she should coordinate with the funding offices regarding implementation of regulations for funding received from these sources. The DPSA will coordinate in advance with post grants officer for any projects (such as TIP) that will be funded by a grant signed at post and enter the grants information into the grants management database. He/she will manage the local implementation of approved projects, and, when required, ensure that the public is aware of funding opportunities. The incumbent will assist the local staff to coordinate review of proposals by selection committee and conduct periodic site visits to projects that are underway. Finally, the DPSA will coordinate with B&F office to ensure that funds are obligated and expended in a timely fashion and will draft written status reports as required by funding agencies or offices.

The incumbent will manage the office on a day to day basis, keeping close track of all on-going projects, and will notify the supervisor of any problems which may arise with recommendations on possible solutions. Serves as back-up to the POL/ECON LE Staff on IMET program activities