JOB VACANCY ANNOUNCEMENT
AMERICAN EMBASSY – LOME

No.: 11HR-12 **September 26, 2012**

OPEN TO:	U.S. Citizen Eligible Family Members (USEFMs) – All agencies
POSITION:	Development Projects Special Assistant, FP-06
OPENING DATE:	9/28/2012
CLOSING DATE:	10/28/2012
WORK HOURS:	Full-time; 40 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 Development Projects Special Assistant in the Political/Economic Section.

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

BASIC FUNCTION OF POSITION

Under the supervision of the Economic Officer, the incumbent coordinates and tracks all development activities for the mission. He/she will oversee the local staff to ensure the timely selection, financing, and implementation of meritorious projects for the Ambassador's Self-Help program and other U.S. government-funded projects

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

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

4. Knowledge: Must be computer literate – Microsoft Word, Excel, and Outlook - with a basic knowledge of accounting and budgeting procedures.

5. Correspondence skills: Must have good management and organizational skills and be able to draft complicated correspondence and reports.

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

CLOSING DATE FOR THIS POSITION: 10/28/2012

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.

Kimberly E. Maine
A/Human Resources Officer

Major duties and responsibilities:

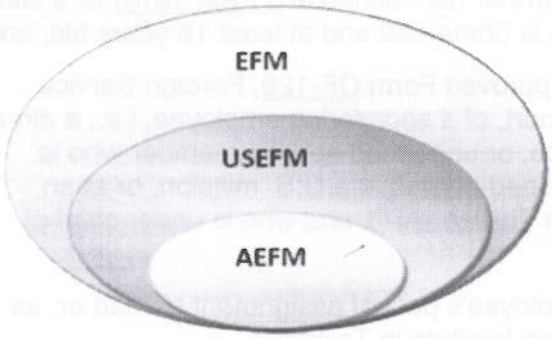
Incumbent is responsible for overseeing all development assistance funding, including but not limited to: the Ambassador's Special Self Help Fund (SSH), the Democracy and Human Rights Fund (DHRF), Humanitarian Assistance Project (HAP) funds, Foreign Military Funding (FMF), the Ambassador's HIV/AIDS fund, 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. 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 Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. **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

3. **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