

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 14HR-03

April 25, 2014

TO: All employees, All Agencies

OPEN TO: All interested Candidates

POSITION: Educational Advisor, FSN-8 (FP-6, AEFM only)

OPENING DATE: April 28, 2014

CLOSING DATE: May 12, 2014

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 Lome is seeking an individual for the position of **Educational Advisor**, in the Public Affairs Section.

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

BASIC FUNCTION OF POSITION

As Educational Advisor, and under the general supervision of the PAO, provides services for all USG-sponsored and non-sponsored students and scholars seeking information about educational opportunities in the United States. Responsibilities include group and individual advising on applying to U.S. institutions; working with other USG agencies, organizations, and local government officials to provide information on fellowships and other sources of financial assistance; compiling and distributing information on studying in the United States; and serving as a contact point for U.S. educational institutions. Assists in authentication of school diplomas and verifies accuracy of translated diplomas and other educational documents; collects and recycles fees for translation verification, counseling sessions, and the purchase of reference materials. Promotes the English language as a paramount condition for studying in the United States. Keeps track of activities and statistics and reports these in the Center Reporting System (CRS) and Mission Activity Tracker (MAT). Works with the Regional Educational Advisor (REAC), based in Accra. Serves as back-up on social media activities, in particular as they relate to the Embassy's Facebook page.

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

QUALIFICATIONS REQUIRED

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

1. Education: A bachelor degree obtained in-residence from a regionally accredited U.S. college or university in one of the areas of studies listed below, or completion of the Hubert Humphrey fellowship program is required.

Areas of studies:

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.

2. Work experience: Two years' work experience after completion of bachelor's degree is required.

3. Language: Level III (good working knowledge) both speaking and reading French and English is required.

4. Job Knowledge

Knowledge of U.S. secondary, college and universities, technical training colleges, and other types of educational institutions and programs; familiarity with American educational, social, economic, and political institutions. Must also have knowledge of Togo's educational system in order to advise on study in the United States and to certify veracity of host-country educational documents; as well as personal knowledge of Togo and its political and private sector institutions, including customs, history, and current political/economic issues.

5. Skills and abilities

Good written and oral communication skills. Ability to conduct thorough interviews with clients, analyze prospective students' requirements and determine how best to satisfy them, search out and digest information from a variety of sources, and provide constructive feedback. Ability to evaluate a student's academic background and financial status in order to recommend appropriate U.S. institutions. Must be able to recognize authentic Togolese educational documents in order to certify them for use. Must be computer literate and able to conduct research and communicate via the Internet; and must have good knowledge of the most widely-used social media resources.

Incumbent must create schedules, working a month in advance, to accommodate numbers of advising appointments and walk-ins, and must document activities for quarterly reports, as well as providing logistical support to prospective students. Outreach visits of one to five days must be established in advance and planned in detail with Ministries, local authorities, and school administrators. Ability to draft basic correspondence in French and English, and to translate basic correspondence from English into French and vice-versa.

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

Before applying, please make sure you carefully read the application instructions on the website.

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); **and**
2. A current resume or curriculum vitae.
3. 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.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

WHERE TO SUBMIT APPLICATION? All application documents **MUST** be scanned (PDF file) and submitted to: HROlome@state.gov

CLOSING DATE FOR THIS POSITION: MAY 12, 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

DUTIES AND RESPONSIBILITIES

1. Provides comprehensive, current, and unbiased information and advice on educational opportunities in the United States. Promotes these services through advertising and outreach, including visiting host country schools, colleges, and other organizations to discuss educational opportunities in the United States. Communicates with host country government officials, admissions officers and U.S. institutions, and Embassy consular officers on issues affecting international education and exchange. Utilizes the Internet and other social media resources as research tools to broaden professional knowledge, develop contacts, and gain deeper understanding of new and innovative methodologies related to promoting international education.
2. Conducts searches on Internet and CD-ROMS to locate specific information on U.S. universities. Records client contact activity for quarterly activity reports to ECA/A/S/A and the REAC in Accra. Tracks desired fields of study and updates resources to meet the needs of students and scholars. Develops information packets on specific fields of study, financial aid and the admission process, to meet the needs of students, scholars and parents. Continually updates knowledge of new web-based information providers and other useful sources of information.
3. Develops, maintains and updates reference collection of educational information which includes standardized testing information, bulletins, and catalogs from U.S. colleges and universities, CD-ROM, and other reference materials. Maintains a library consisting of college and university catalogs, brochures, pamphlets, books and films on the U.S. educational system, which can be distributed or used during counseling sessions. Organizes informational group sessions on the admission process and other topics, including panel discussion by returned students or information on specific fields of study. Responds to inquiries and requests for information from U.S. based educators, State Department REAC and other parties.
4. Assists persons preparing for study, training or research in the United States by providing materials on testing, application procedures, and educational opportunities at various schools. Provides practice sessions and study materials for required examinations such as TOEFL, GRE, GMAT and SAT. Assists students in registering for tests.
5. Designs and implements advising to fit individual needs for information on specific courses of study and their requirements, fees, housing, degree requirements, and general social and cultural environment.
6. Assists prospective students in final preparation for obtaining admission to U.S. colleges and universities, including filling out admission forms, financial aid applications, and scholarship applications. Validates all translations and applications made to U.S. colleges and universities.
7. Conducts regular outreach programs in the capital and throughout the country to promote study in the United States.. Coordinates visits with the Ministry of Education and other government and local authorities, school administrators, and teachers.

Support of Public Affairs Section

1. As a member of the PAS team, the incumbent participates in weekly meetings. s/he constantly seeks linkages with educational advising and PAS alumni or cultural/educational programs. Invites students to outreach programs as appropriate. Regularly gives presentations on programs such as volunteerism, community action, and leadership that will help strengthen Togolese students' applications and further their personal development. Fills in as needed during absences or during events.
2. Works in collaboration with the Information Assistant and DRS Assistant/Audio-Visual Assistant to periodically set Twitter sessions with targeted audiences and arrange meetings via Skype between U.S. universities and colleges and prospective students in Togo.
3. Serves as English-language programs back-up to the Cultural Programs Specialist

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.

EFM's 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