

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 14HR-05

May 19, 2014

TO: All employees, All Agencies

OPEN TO: All interested Candidates

POSITION: Office Management Specialist (OMS), FSN-6 (FP-8, AEFM only)

OPENING DATE: May 20, 2014

CLOSING DATE: June 03, 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 **Office Management Specialist (OMS)**, in the Public Affairs Section (PAS).

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

BASIC FUNCTION OF POSITION

The incumbent serves as the Office Management Specialist and assistant to the Public Affairs Officer (PAO).

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: Completion of college degree in one of the following areas of study: administration, public administration, communication and journalism, social sciences, international relations, social sciences is required.

2. Work experience: One to 1.5 years of administrative work experience is required.

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

4. Skills and abilities

Must have knowledge of general office procedures, filing as well as organization, functions and correspondence styles and formats. Should have broad knowledge of functions and capabilities of social media platforms, especially Facebook.

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:

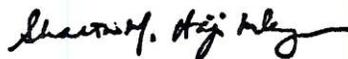
1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **and**
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. 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: JUNE 3, 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.



Sharon M. Haji Mkanga
A/Management Officer

DUTIES AND RESPONSIBILITIES

Administrative support duties

Organizes the paper flow for the PAO, which includes maintaining the filing system and assembling information for various Public Affairs Section (PAS) reports. Independently drafts correspondence in reply to regular inquiries and other documents for signature by Public Affairs Officer (PAO). Reads cable traffic and alerts the appropriate person. Maintains files for special reports, Country Public Diplomacy Implementation Plan, and historical material. Upon request, assembles background information from Post files and other records to be used for special projects or correspondence. Reviews all outgoing correspondence for typographical accuracy and compliance with Post's requirements, prepares invitations for official social functions and follows up on acceptance and regrets and the final security list.

Schedules appointments for the PAO and advises on a daily basis of the appointments, maintains an up-to-date activities calendar, including all events scheduled in the section and at other program institutions. Consults regularly the PAS official email address (cca@state.gov) and dispatches correspondence appropriately.

...Maintains Outlook calendar of all Embassy scheduled events in the Multipurpose Room (MPR).

Generates reports from GoldMine as requested by the PAO. Uses GoldMine contact database to create guest lists and prepare mailing labels for invitations to PAS programs and representational events. Serves as back-up for data entry into GoldMine contact database. Follows up with mailroom to ensure that invitations are delivered promptly. Calls invited guests and keeps track of RSVPs for PAS events. Prepares security access list for PAS programs, ensuring that any VIP visitors are appropriately identified to the RSO section.

Uses Microsoft Publisher to create certificates, invitations, and brochures for PAS programs.

Receives and refers visitors and telephone callers to supervisor or other staff members based on own knowledge of assignments within the Public Affairs Section. Answers inquiries, screens calls and takes messages as necessary. Answers inquiries from the public regarding Public Affairs Section programs, such as DVCs, conferences, book discussions, speeches, paper shows, exhibits and Educational Advising. Greets guests and invitees to Public Diplomacy events at the service CAC, MPR, and other venues. Escorts visitors beyond hard line to PAS section.

Acts as liaison with the Embassy administrative offices, maintaining working relationships. Coordinates transportation needs with Embassy Motor Pool for routine and special event activities. Initiates and follows up on work orders, ensuring timely completion. Is PAS E2 travel arranger and liaises with travel section regarding ticket purchase, ticket confirmations, hotel reservations, and expediting services for PAS visitors. Determines expendable and non-expendable supply needs of section, receives, records and forwards requests and controls supplies. Based on knowledge of program activities, specifies technical requirements, drafts and sends requests to PAO to purchase supplies and prizes for various PA programs. Enters procurement requests in ARIBA and coordinates with the Embassy procurement section in the purchase of program support items and ensures that PAS needs are met in a timely manner. Works closely with PAO on budget priorities and following expenditures against allotments.

Coordinates representational events for PAO, including assistance in developing the menu, coordinating the purchase of food and drink, reservations, party supply requests for residence, invitations, and preparing reimbursement vouchers.

Serves as PAS section alternate sub-cashier in the absence of the sub-cashier, handling petty cash purchases for PAS. Is authorized to receive interim cash advance on the basis of a hand receipt (SF-1165) and is held accountable to the person from whom the advance was received.

Prepares and tracks grant documents in absence of Exchange Programs Specialist.

Other duties

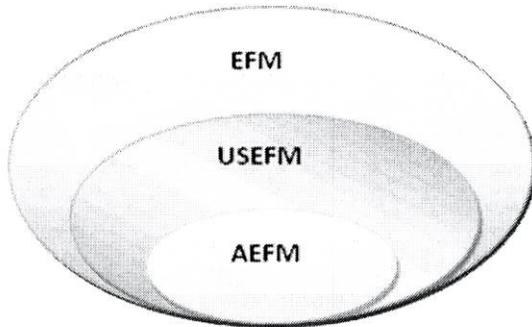
Provides administrative support for public diplomacy programs.

When appropriate, provides training in administrative procedures relative to the daily work of the Section.

Participates in the annual program planning process and assists in the development of the Section's annual budget and budget reports, e.g., reviewing for accuracy, tracking, and providing information.

Other duties, as assigned duties.

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