U.S. Mission to Tunisia

JOB ANNOUNCEMENT # **11/13** May 10, 2013

SUBJECT: Alumni Coordinator- Public Affairs

OPEN TO: All interested candidates

POSITION: Alumni Coordinator, FSN-9/FP-6

OPENING DATE: **Friday, May 10, 2013**

CLOSING DATE: **Friday, May 24, 2013**

WORK WEEK: Full Time; 40 hours/week

SALARY: Ordinarily Resident: TD 24,228 gross annual salary per year (Position is graded at the full performance level of Grade: FSN-9);
*EFM: The starting salary for a 40 hr/workweek will be US$44,737 p.a.; the hourly rate for FP-6 is US$ 21.43 (Position Grade: FP-8 is confirmed by Washington)

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The U.S. Embassy in Tunis is seeking an individual to fill the position of Alumni Coordinator in the Public Affairs Office.

BASIC FUNCTION OF POSITION:

Under the supervision of the Cultural Affairs Officer, and in consultation with the ECA alumni coordinator in Washington D.C., the incumbent for Alumni Outreach and Programs is responsible for promoting greater contact and cooperation with and among former participants of USG-sponsored exchange programs.

The goal is to increase involvement and build capacity of alumni and related PAS contacts in areas of mutual interest. The incumbent accomplishes this goal by organizing events and

programs for regional and countrywide alumni audiences; integrating alumni into all Mission programs; preparing and disseminating news and information of general interest to alumni; helping to maintain the ECA database of alumni records (Global Alumni Archive Database); creating/maintaining country and/or program communities on the ECA Alumni website; contributing content to this website and coordinating its promotion among the different alumni audiences throughout the country with Exchange Office FSN colleagues.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 71-107-320 or 71-107-136.

REQUIRED QUALIFICATIONS:

Education: University degree in the liberal arts, education, social sciences or international affairs is required.

Experience: Must have at least two years of experience with programming and or administrative tasks in a bi-lingual setting.

Language: Level IV (Advanced Proficiency) in English, French and Arabic speaking/reading/writing is required

Skills and Abilities: Must have excellent written and oral communication skills and be able to work independently.

SELECTION PROCESS:

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 US Citizen EFMs who hold a FMA appointment 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 applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus

2. Candidates who claim US veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Do not attach a photo to the application; if applications are received with photos, the photos will be discarded. Incomplete applications will not be considered.

SUBMIT APPLICATION TO:

E-mail: TunisApplicants@state.gov
Fax: 71-107-080
Regular mail:
Human Resources Office
American Embassy Tunis
Les Berges du Lac
1053 Tunis, Tunisia

DEFINITIONS:

1. 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 below) 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.

2. Eligible Family Member (**EFM) -** An individual related to a US 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.

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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: Friday, May 24, 2013

The US Mission in Tunisia 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.

Drafted, Approved and Cleared in accordance with Post Regulations.

Distribution: A&B