

## **Guidelines on Applying for a Vacant Position**

PLEASE READ THIS PAGE CAREFULLY AS IT IS APPLIED TO ALL POSITIONS.

Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs), Namibian Citizens, Resident American Citizens & Third Country Nationals (TCN) with Certified Residency Status.

Note: All applicants who are not the Family Members of U.S. Government employees officially assigned to post and under Chief of Mission Authority must have the required residency permits to be eligible for consideration.

### **TO APPLY:**

Interested candidates must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) Job Opportunities - U.S. Embassy Windhoek, Namibia;.
2. 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.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position.

### **SUBMIT APPLICATION TO:**

Regional Human Resources Office

Attention: Recruitment

American Embassy, Lossen Street 14, Ausspannplatz

E-mail: [HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)

FAX: 061 – 295 8603

### **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 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.
6. Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

The U.S. Mission in Windhoek 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.