

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 2008-01

OPEN TO: All interested candidates
POSITION: Guinea-Bissau Management Coordinator, FSN- 9; FP- 5
OPENING DATE: December 3, 2007
CLOSING DATE: January 6, 2008
WORK HOURS: Full-time position, 40 hours/week

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Dakar is seeking an individual for the position of Guinea-Bissau Management Coordinator. The position will be located at the U.S. Liaison Office in Bissau, Guinea-Bissau.

BASIC DUTIES: Provides on-site administrative support in the reconstruction of the U.S. diplomatic facilities in Guinea-Bissau. All operations are directed from Embassy Dakar and supervised by the American Management Officer, resident in Dakar. Employee coordinates activities with various management sections (General Services, Financial Management, Human Resources), as well as the Regional Security and Consular Offices, located in Dakar. Employee serves as on-site manager of various projects directed by Embassy Dakar and Washington. Shares work space with other local employees and supervises the local guard force.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources (HR) Office. Contact via e-mail: PersonelDakar@state.gov

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to meet the requirements established below will result in application be rated not qualified.

Education: Minimum two (2) years of university study in business/management/administration.

Prior Work Experience: Five (5) years experience in administrative management work.

Language Proficiency: Fluency (Level IV) in English and Portuguese both written and spoken. Qualified applicants may be tested to verify level of proficiency.

Job Knowledge: (1) Excellent knowledge of host country (Guinea-Bissau) procedures and regulations, availability of goods and services and local customs.

Skills and Abilities: (1) Ability to quickly acquire excellent knowledge of U.S. Government regulations pertaining to security and management. (2) Ability to take initiative, work independently, and resolve problems with little supervision. (3) Excellent judgment and ethics; people management, communication, and negotiation/persuasion skills; organizational skills. (3) Ability to manage resources efficiently. (4) Proficiency in MS Office Suite and ability to type and navigate a variety software programs. (5) Valid driver's license.

SELECTION PROCESS: When equally qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

NOTE: Only short listed candidates will be contacted.

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 (OR) 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 Not Ordinarily Resident (NOR) employees 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) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

(1) Optional Application for Federal Employment (OF-612), local job application (available from HR Office), or a current resume/curriculum vitae that provides the same information as the OF-612.

(2) Letter of motivation addressing the qualification requirements of the position as listed above,

(3) Additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.

(4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 to be afforded preference.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office
E-mail Address: PersonnelDakar@state.gov

CLOSING DATE FOR THIS POSITION: January 6, 2008

The US Mission in Senegal 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.

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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;
- 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 General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (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.