

VACANCY ANNOUNCEMENT

Date: October 5, 2009

ANNOUNCEMENT NUMBER: 15/2009

OPEN TO: All Interested U.S. Citizens

POSITION: OMS, FSN-7: FP-7*

OPENING DATE: October 5, 2009

CLOSING DATE: October 19, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: * Not-Ordinarily Resident:
(Position Grade: FP-07 to be confirmed by Washington)
*Ordinarily Resident: FSN-7)

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

The U.S. Embassy in Praia is seeking individual for the position of OMS (Secretary) to the DCM.

BASIC FUNCTION OF POSITION

Serves as Office Manager to the DCM; Serves as Protocol advisor to the Executive Office and is liaison with the GOCV Ministry of Foreign Affairs and other host government offices. Serves as back-up to the Ambassador's OMS. Serves as back-up to the Management Officer's OMS/Travel.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HR Office (238) 608920

QUALIFICATIONS REQUIRED

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

1. Education: At least 2 years of college in public relations, international relations, secretarial or other related areas.

2. Experience: 1 to 3 years in office management.
3. Level IV in English and Portuguese (Fluent-spoken and written). This will be tested
4. Good Computer skills. (This will be tested)

SELECTION PROCESS

When equally qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that all candidates 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. 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.
4. 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.
5. Selected candidate must be able to obtain and hold a Top Security Clearance.

TO APPLY

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provide the same information as an OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, Driving License) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Eunice Ramos
American Embassy, Praia, Cape Verde

POINT OF CONTACT

Name: Eunice Ramos
Telephone: 238 2 608920
FAX: 2 611355

DEFINITIONS

1. USEFM's: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen
 - Spouse or dependent at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe-haven abroad, or alternate safe-haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil and/or Foreign services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who : 1. Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a US. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 19, 2009

The US Mission in Praia 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.

