

## VACANCY ANNOUNCEMENT

**Date: October 15, 2009**

**ANNOUNCEMENT NUMBER: 17/2009**

**OPEN TO:** All Interested Candidates

**POSITION:** Political Assistant, FSN-9: FP-5\*

**OPENING DATE:** October 15, 2009

**CLOSING DATE:** October 29, 2009

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \* Not-Ordinarily Resident:  
(Position Grade: FP-05 to be confirmed by Washington)  
\*Ordinarily Resident: FSN-9)

**LENGTH OF HIRE :** Permanent position

**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 Political Assistant.

### **BASIC FUNCTION OF POSITION**

Provide advices to the Ambassador and the DCM on political matters. Collect information for the preparation of several political reports and cables. Monitor local media by identifying and summarizing items of importance. May provide legal information to the Consular section.

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: University Degree in Political Sciences, Law or related areas.
2. Experience: at least 5 years of experience in political, journalism, legal or other related areas.

3. Level IV (Fluent) in English and Portuguese. Both Portuguese and English proficiency 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.

## **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  
Ramoseb@state.gov

## **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 29, 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.

