

EMPLOYMENT OPPORTUNITY

OPEN TO: All interested ordinary resident candidates
POSITIONS: Management Coordinator
OPENING DATE: June 28, 2007
CLOSING DATE: Until qualified candidate selected
WORK HOURS: Full-time job, 40 hours/week
SALARY: Ordinary Resident: CFA 15,478,537 p.a. (Full Performance salary)
Position Grade: FSN-10

The U.S. Embassy in Bissau is seeking Ordinary Resident candidates for the position of Management Coordinator.

Definition: 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.

BASIC FUNCTION OF POSITION:

The Management Coordinator will be responsible for coordinating all management and security functions for the U.S. Liaison Office in Bissau and serving as the Point of Contact for routine Consular services for American Citizens

MAJOR DUTIES AND RESPONSIBILITIES:

- Procure and contract from local and international sources for the U.S.G.
- Manage all aspects of procurement including analysis of needs, location of responsible vendors, procuring within level of funding responsibility, tracking, receiving, and maintaining inventory records.
- Manage all aspects of formal contracts including drafting RFPs for awards and serving as Contracting Officer's Representative to oversee progression of contracts through to completion. Report regularly to Management Liaison/Bissau and FMM on progress.
- Initiate negotiations for leases for office and residential property.
- Contribute to the analysis, planning and tracking of year-end procurement process.
- Facilitate shipment, customs clearance, packing, storage and delivery of incoming and outgoing vehicles, supplies, and property of the U.S.G. to include household and personal effects of direct-hire American employees once there is a presence.
- Liaise and coordinate all Human Resources and Financial Management functions, including vouchering, with the HR and FM Offices in Dakar.
- Maintain all administrative reports and files. Prepare annual surveys, i.e. allowance, as required.
- Maintain the Visitors List.
- Coordinate all official visits identifying which should be outsourced for assistance. Provide assistance as needed.
- Supervise motorpool/vehicle requirements and usage. Maintain records.
- Provide expert and regular guidance on market trends, property, shortages, flight and transport availability, etc.

- **Security Duties**

- Liaise with host country government officials for law enforcement and security issues, i.e. crimes and accidents, pertinent threat and intelligence information.
- Coordinate and oversee the local guard program.
- Conduct criminal and suitability investigations as required by the RSO/Bissau.
- Serve as Subject Matter Expert for all security and law enforcement matters, providing verbal and written guidance to all USG employees on security issues, including criminal, terrorist, and counter-intelligence threats; crisis management; and evacuation planning.
- Manage all aspects of physical security of all USG employees and property, including leased residences and facilities.
- Oversee security maintenance and repair program.
- Advise and update the Emergency Action Committee regarding security matters in Guinea-Bissau.

- **Consular Duties**

- Provide the full range of routine American services, including processing applications for passport services and Consular Reports of Birth Abroad (CRBA).
- Provide specialized information to AmCits on local criminal law, immigration law and regulations, custody law, and other areas of local law.
- Provide information to AmCits on American immigration law and procedures. The incumbent is the local expert on a wide range of Special Citizenship Services issues, including the death of an American citizen (AmCit), welfare and whereabouts requests, repatriation loans, emergency medical procedures, the criminal justice system, child custody and international abduction, and crisis management.
- Provide advice to the ACS Unit Chief (in Dakar) on local procedures and how best to assist AmCits in an emergency situation.
- Advise Consular Chief on security and safety issues that could impact AmCits.
- Serve as the consular liaison with Government officials in the Ministries of Interior and Justice, as well as local airlines and medical facilities.
- Conduct complex investigation reports and memorandum.
- Manage internal and external document verification requests.

QUALIFICATIONS REQUIRED:

- **Education:**
University degree in related field
- **Prior Work Experience:**
5 Years Experience in Management
- **Post Entry Training:**
Training in USG computer software programs required for the position
- **Language Proficiency:**
Level 4/4 English spoken, reading and writing.

Level 4/4 Portuguese spoken, reading and writing.

- **Job knowledge:**
 - Must have excellent knowledge of the host country procedures and regulations, availability of goods and services, and local customs.
 - Must exhibit advanced office practices and file organization.
 - Must be able to quickly acquire excellent knowledge of USG regulations pertaining to security, consular, and management.

- **Skills and Abilities:**
 - Ability to take initiative, work independently, and resolve problems with little supervision.
 - Excellent judgment and ethics; people management, communication, and negotiation/persuasion skills; organizational skills.
 - Ability to manage resources efficiently.

ADDITIONAL SELECTION CRITERIA: Management will consider nepotism/conflict of interest, budget, veteran's preference, and visa status in determining successful candidacy.

TO APPLY: Interested candidates for this position should submit the following: A current resume and a cover letter addressing their qualifications against the minimum requirements listed. Also scan and attach documentation (e.g., essays, certificates, awards, copies of degrees earned) as deemed relevant.

SUBMIT APPLICATION TO: Personnel, Dakar with e-mail address: PersonnelDakar@state.gov

Note: Only short listed candidates will be contacted. When the announcement is no longer posted on the site, it means that a final selection has been made.

**Closing date for this position: Until qualified candidate is selected.
An Equal Opportunity Employer**