

## **Position Description - Historian (Africa)**

Employment opportunity in human rights. The announcement is also viewable at [www.usajobs.com](http://www.usajobs.com), using the search term "08-CRM-DEU-SA-072" (the vacancy announcement number) or the search term "historian." This is an excellent opportunity for PhDs in African social science specializations. Please submit applications as soon as possible, and no later than November 7.

JOB TITLE: Historian (Africa)

SALARY RANGE: 82,961.00 - 127,442.00 USD per year

OPEN PERIOD: Thursday, September 04, 2008 to Friday, November 07, 2008

SERIES & GRADE: GS-0170-13/14

POSITION INFORMATION: Full-Time Permanent

**JOB SUMMARY:** Responsible for the full range of research, development, and presentation of complex material in support of investigations and litigation pertaining to the perpetration of human rights violations in Africa. Conducts research, interviews witnesses and prepares studies that are complex and typically include a variety of fields of study, e.g., recent political and social history, the organization and command structure of military, paramilitary and security forces, and policies, laws and regulations of various African governments. Conducts analysis for current and long-term planning and policy deliberations. Travel abroad may be required for extended periods to negotiate the procurement of documentary evidence or witness testimony with foreign government authorities and with non-governmental organizations and to conduct research and interviews.

You must be a U.S. citizen to qualify for this position.

**SPECIALIZED EXPERIENCE** is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience at the GS-13 level is experience in planning and conducting research; analyzing complex primary and secondary source materials in English and French; organizing and summarizing data and analysis in writing or orally; preparing extensive historical reports; developing and maintaining databases for use in researching; developing; tracking, and litigating investigations and cases.

**SELECTIVE PLACEMENT FACTORS** are factors that an applicant must possess in order to perform the duties of the position. Selective placement factors must be addressed to be considered for this position. Failure to supply the requested information will result in non-consideration for this position.

1. Ability to speak, read and write English and French fluently. Knowledge of Swahili and/or other African languages is desirable.
2. Must have experience in conducting primary source research pertaining to Africa.

3. Must have a Ph.D in humanities or social science field with specialization in Africa or completion of all requirements for a Ph.D. or demonstrate equivalent experience.

**HOW YOU WILL BE EVALUATED:**

**QUALITY RANKING FACTORS** (formerly known as KSAs): Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

1. Ability to communicate effectively in writing and orally.
2. Ability to produce complex studies pertaining to Africa that are based on research and critical analysis of sources.
3. Ability to locate sources and conduct research in Africa.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

**DUTY LOCATION:** Criminal Division, Office of Special Investigations, Washington, DC

**KEY REQUIREMENTS:** U.S. Citizenship

**HOW TO APPLY:** Applicants must submit a resume or the Optional Application for Federal Employment (OF-612), or any other written format chosen, including the SF-171. Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above. Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position. If a Resume is submitted it must contain the following information:

**JOB INFORMATION--**Announcement number, title and grade(s) of the job for which you are applying;

**PERSONAL INFORMATION--**Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);

**EDUCATION--**High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a

copy of your college transcripts only if the job vacancy announcement requests it.

**WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: [CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) or faxed to 202-353-0775. For federally employed applicants e-mailing a resume, OF-612 or SF-171, you will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position. Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service. If you e-mail your application, please call to ensure that it has arrived (some e-mails are blocked by the USDOJ server if they are of excessive size).

**NOTE:**

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs dated within the last twelve (12 months).
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

AGENCY CONTACT INFO: Shelly Adams  
Phone: 202-616-0096  
Fax: 202-353-0775  
TDD: 202-305-2918  
Email: CRIMINAL.CRMJOBS@USDOJ.GOV

Or write:  
Department Of Justice  
McPherson Square, P.O. Box 27599, Bond Bldg, 5th Floor  
Washington, DC 20038  
US  
Fax: 202-353-0775

**WHAT TO EXPECT NEXT:**

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.