

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 002/2013

OPEN TO: US Citizen Eligible Family Members (AEFMs) only
POSITION: Community Liaison Office Coordinator, FP-06
OPENING DATE: January 30, 2013
CLOSING DATE: Until filled
WORK HOURS: Full-time, 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office

NOTE: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

The U.S. Embassy in Brazzaville is seeking an Eligible Family Member (EFM) for the position of Community Liaison Office Coordinator.

BASIC FUNCTION OF POSITION

The incumbent works directly with the Management Officer and assists individual USDHs and their family members in adjusting to the environment at post. He/She identifies the needs of the U.S Mission community and responds with appropriate services, information, and referral. Also advises post management on concerns of the community. He/She is responsible for organizing cultural, sport or educational events. He/She writes the Brazza Buzz Newsletter and performs other duties as requested by the Management Officer.

QUALIFICATIONS REQUIRED

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

1. Education:

Completion of secondary school education is required.

2. Prior work experience:

Two to three years of experience solving problems for a diverse and complex customer or client population, including advocating on behalf of others; effectively working with officials at all levels of an organization, as well as interpreting, adapting and applying regulatory or procedural materials.

3. Language requirements:

Level IV (Fluent) Speaking/Writing/Reading English ability is required. Level I French is required.

4. Knowledge

Must have a good working knowledge of pertinent DOS regulations, programs, and policies, as well as host country laws, practices and customs.

5. Skills and abilities

Must have the ability to analyze and define long-term goals, determine effective use of resources, and implement responsive programming to meet community needs. Must be able to deal with all level of post management in the identification and resolution of morale issues and implementation of responsive policies.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate 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. Current employed U.S. 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. Successful candidate must be able to obtain the required security clearance.

TO APPLY

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

1. Application for U.S. Federal Employment (DS-0174) or
2. A current resume or curriculum vitae that provides the same information as a DS-0174; plus
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) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Officer

U.S. Embassy Brazzaville –Boulevard Denis Sassou Nguesso

N°: 70-83 Section D (Face Maternité Blanche Gomez) Baongo, Centre-ville.

E-mail: BrazzavilleHR@state.gov

PHONE: 06-612-2000 / 06-612-2133 / 06-612-2143 /06-612-2109

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

DEFINITIONS

1. AEFM: 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 who is 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 US 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, 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 U.S. 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 permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed 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: Until filled

The US Mission in Brazzaville 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.