

# MANAGEMENT NOTICE

## American Embassy Ouagadougou

**NUMBER:** 104/2009

**DATE:** August 18, 2009

**SUBJECT: VACANCY ANNOUNCEMENT**  
**ANNOUNCEMENT NUMBER: 31/2009**

**NOTE: All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.**

**OPEN TO:** All interested candidates

**POSITION :** Information/Press Assistant - FSN-09 – FP-05 (step 1 through 4)

**OPENING DATE:** August 18, 2009

**CLOSING DATE:** September 4, 2009

**WORK HOURS:** Full time (40 hours per week)

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

The U.S. Embassy in Ouagadougou is seeking an individual for the full time position of Information/Press Assistant. This position is based in the Public Affairs Section.

### **BASIC FUNCTION OF POSITION**

Incumbent serves as senior local employee advisor to the Public Affairs Officer on issues concerning local media in particular, and the Burkinabe government, politics, society, and culture in general. Under the Public Affairs Officer's general supervision, incumbent advises and assists in the planning and implementation of digital conference video programming and press and publication materials, and press programs. Incumbent coordinates and collaborates with the Program Assistant on all other audio-visual programs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office – Extension 4004 or 4034.

## REQUIRED QUALIFICATIONS:

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

- a. Education: University degree in Journalism is required.
- b. Prior Work Experience: three to four years of professional experience with a national media outlet
- c. Language Proficiency: Level III (good working knowledge) reading, writing, English is required. Level IV (fluency) reading, writing, speaking French is required.
- d. Knowledge: Extensive knowledge of host country's media, political, economic, social and educational structure, of its institutions, political parties, and of key figures in the mass media, government, cultural, labor and business
- e. Skills and Abilities: Ability to develop and maintain access to high-level target audience contacts among journalists, editors, radio and TV station managers, news directors, and government officials. Creative ability in planning, conducting, research, writing, and producing informational materials and programs.

## SELECTION CRITERIA

When equally qualified US Citizen Eligible Family Members (AEFMs) and U.S. 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. 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

**A) - Required forms:** Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612 or OF-612/customized), or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

**B) - Required documentation/attachments:** 1). photocopies of attestations/certificates of work, service, trainings; 2). photocopies of diplomas, degrees, awards earned that address the qualification requirements of the position as listed above.

## SUBMIT APPLICATION TO:

Embassy of the United States of American

Attn: Human Resources Office

BP 35 Ouagadougou

Burkina Faso

E-mail: hroouaga@state.gov

Fax: (226) 50.31.23.68

Applicants should retain original copies of all documentation which accompanies their applications for their records.

## ***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 child 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 safehaven abroad, or alternate safehaven 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 of 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: SEPTEMBER 4, 2009 AT 12:30 P.M.**

No prior applications will be considered. If you are interested in being considered for this vacancy, please submit a new application.

The US Mission in Ouagadougou 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.

Drafted by: HR Asst – MTapsoba\_\_\_\_\_

Reviewed by: HRA – AReactor\_\_\_\_\_

Approved by: A/MGT – BWalsh\_\_\_\_\_