

MANAGEMENT NOTICE

American Embassy Ouagadougou

NUMBER: 105/2009

DATE: August 18, 2009

SUBJECT: VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 32/2009

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 : Program Clerk - FSN-05 – FP-09

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-09 will be confirmed by Washington)

The U.S. Embassy in Ouagadougou is seeking an individual for the full time position of Program Clerk. This position is based in the Public Affairs Section.

BASIC FUNCTION OF POSITION

Under the supervision of the Program Assistant, the incumbent Provides TECHNICAL support for programming and scheduling of speakers, artists, performing groups, conferences, and other cultural representations.

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: Secondary school degree required.
- b. Prior Work Experience: one year work experience in customer services
- c. Language Proficiency: Level III (good working knowledge) reading, writing, English is required. Level IV (fluency) reading, writing, speaking French is required.
- d. Knowledge: Word processing, knowledge of image processing, knowledge of desktop publishing, research in the internet and editing internet data, knowledge of numerical image/sound processing; knowledge of numerical video processing.
- e. Skills and Abilities: be able to assist in educational advising by helping students do university research on the internet.

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 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: 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 – ARector_____

Approved by: MGT – BWalsh_____