

EMBASSY OF THE UNITED STATES OF AMERICA
CONAKRY - GUINEA
VACANCY ANNOUNCEMENT

Miller Vinson, A/Management Officer



ANNOUNCEMENT NUMBER: 2007- 54

Open to: All Interested Candidates

Position: Visa Clerk, FSN-6*, FP-8* (C95461 & C95400)

Opening Date: October 11, 2007

Closing Date: October 25, 2007

Work Hours: Full-time; 40 hours/week

Salary:
*Ordinarily Resident person: See Definitions
LCP- 20, 105, 360 FG p.a.
(Position Grade: FSN-6)

*AEFM/EFM/MOH/NOR: See Definitions
US\$ 28,662 p.a. (Starting Salary)
(Position Grade: FP-8 to be confirmed by the Department
of State in Washington).

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN GUINEA BEFORE BEING ABLE TO APPLY.

The U.S. Embassy in Conakry is seeking an Ordinarily Resident citizen or individual with the required work permit for employment in country or Eligible Family Member (EFM) for the position of Visa Clerk in the Consular Section.

APPLICATIONS WILL ONLY BE RECEIVED ON TUESDAYS AND THURSDAYS FROM 10:00 AM TO 12:00 PM.

A copy of the complete position description listing all the duties and responsibilities is available in the Human Resources Office (ext. 4298/4161/4178).

PLEASE NOTE THAT ONLY APPLICANTS DETERMINED TO HAVE MET ALL THE QUALIFICATIONS WILL BE NOTIFIED.

CLOSING DATE FOR THIS POSITION: OCTOBER 25, 2007

Basic Functions:

Provide clerical support to the Consular section in all visa matters. Serves as back-up in the absence of the FSN Consular Assistant. In this capacity, the duties include: Cahier, pre-screening visa applicant, issuance of passports and certificates of birth and death reports.

Major duties and Responsibilities:

Provides visa forms and general information on the visa requirements to applicants. Checks visa forms for completeness and checks files for prior refusals before referring visa applicant data into the computer system and maintains the paper files of all visa forms. Captures and prints visas and procedures daily activity reports.

Maintains visa correspondence with other posts and DHS. Types routine cables drafted by the consular officer or Senior FSN. Types and sends congressional responses drafted by the Vice Consul or Senior FSN. Maintains unclassified cables and correspondence files.

Carries out duties as fraud investigator for NIV cases, IV cases by other posts, and asylum and refugee cases forwarded by DHS.

Serves as back-up for the FSN Consular Assistant. Such duties include: acting as Cashier, pre-screening visa applicants, issuing passports, reports and certification of birth and reports of death.

Helps the Vice-Consul, AEFM Consular Assistant, and ACS Assistant with emergency ACS cases, such as arrests and death.

Screen telephone calls and answer routine telephone inquiries.

Qualification Required:

- Completion of secondary school required.
- Two years experience in office clerical work with an international organization.
- Level III English and French (good working knowledge) reading/speaking/writing is required.
- Working knowledge of Windows and word processing is required.
- Must be able to exercise tact and patience in dealing with the public.

Selection Process:

When equally qualified, Appointment 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:

- Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
- Applicants must be eligible for employment under host government laws and regulations.
- Current employees serving a probationary period are not eligible to apply.
- Employees with less than one year in their current position are not eligible to apply.
- Current employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment days.
- AEFMs must have a minimum of 8 months remaining at post to qualify for consideration.
- The candidate must be able to obtain and hold medical and security clearances.

To Apply:

- Interested candidates for this position should submit the following:
- Application for Federal Employment (OF-612), or current resume.
- Documentation (e.g., essays, certificates, awards, copies of degrees earned)
- That addresses the minimum requirements of the position as listed above.

Submit Application To:

Human Resources Office
Attention: Management Officer
B.P. 603

Point of Contact:

Receptionist
Telephone: 30-42-08-61/62/63

Definitions:

- **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 that 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, Foreign, or uniform services.

- **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.
- **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.
- **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.
- **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.

The US Mission in Guinea 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.