

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Christopher Dye, Management Officer

ANNOUNCEMENT NUMBER: 2007 - 06

Open to: All Interested Candidates

Position: Protocol Assistant, FP-6 or FSN-8

Opening Date: January 29, 2007

Closing Date: February 12, 2007

Work Hours: Full-time; 40 hours/week

Salary: * AEFM/EFM/MOH/NOR: US\$ **35,864** p.a. (Starting
Salary) (Position Grade: FP-6 to be confirmed by Washington.
This potential salary range applies to official members of
the U.S. Embassy community).

*Ordinary Resident: LCP- **FG 23,623,800** p.a.
(Position Grade: FSN-8)

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

The U.S. Embassy in Conakry is seeking an Eligible Family Member (EFM) or Ordinarily Resident citizen or individual with the required work permit for employment in country for the position of Protocol Assistant in the Executive Office.

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

CLOSING DATE FOR THIS POSITION: February 12, 2007
An Equal Opportunity Employer

Basic Function of the Position:

The Protocol Assistant serves as the personal assistant to Executive Office staff by providing protocol guidance and liaison with mid- to upper-level contacts in the government of Guinea's Ministry of Foreign Affairs (MFA), other diplomatic Missions and NGOs. Incumbent produces diplomatic notes on behalf of the Mission, maintains the Mission master contact list and pertinent correspondence files. He/She serves as back-up to the Translator.

Qualifications Required:

- College education with emphasis on courses related to French and English grammar, clerical, administrative, government, and diplomatic fields, as position requires a high-level of public relations skills.
- Three years prior working experience in an office environment in a large organization or government office is required.
- Level IV (fluent) written/spoken English and French are required.
- Must have a very good working knowledge of host government protocol guides, the general etiquette and social mores of the host country, protocol source references such as Department of State protocol and correspondence instructions and procedures.
- Level II typing ability (40 words per minute), and proficiency in operating word processing equipment (Word, Excel, PowerPoint, Database management).

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.

- 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.
- EFM's must have a minimum of 8 months remaining at post to qualify for consideration.

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 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.
- **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.