

September 10, 2009

HR09-063

NOTE: All applicants who are not the 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: U.S. Citizen Eligible Family Members (AEFMs)

POSITION: **FPD PROGRAM ANALYST, FP-5**

POSITION NO: **A56003**

OPENING DATE: September 11, 2009

CLOSING DATE: OPEN UNTIL FILLED

WORK HOURS: Full-time; 40 hours/week

SALARY: AEFMs (Position Grade: FP-05 if confirmed by Washington)

LENGTH OF HIRE: Indefinite

The U.S. Embassy in Accra, Ghana is seeking an AEFM for the position of a **PROGRAM ANALYST** in the Force Protection Section of the Embassy.

BASIC FUNCTION OF POSITION

The incumbent is responsible for communicating (via telephone, e-mail, and message traffic over UNCLAS and classified systems) with all inbound DOD TDY personnel, (approximately 2,000 travelers grouped in approximately 500 person groups annually) to provide current threat and environmental information to ensure their safety while transiting the Gulf of Guinea and associated countries. The incumbent will manage all facets of FPD's \$ 300 K annual budget to include TDY, office supplies, and other operational expenses and make critical forecasts for out year FY requirements.

The incumbent will interface with higher FPD HQ to track and manage \$12K annual office working fund for liaison purposes. Inputs two distinct FPD reports into PORTICO database system. He/she reviews, updates, and manages 15 FPD operational databases to ensure data integrity and generate accurate weekly and monthly reporting to FPD HQ. The incumbent will serve as information analyst – review, analyze, and disseminate data from 10 open source media outlets and 100 messages daily for the purpose of passing information to FPD personnel. He/she will track and maintain logs of equipment inventory and readiness and be responsible for troubleshooting all office equipment

problems to include computers, printers, communications equipment, etc as well as perform all basic clerical duties as necessary.

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

QUALIFICATIONS REQUIRED

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

1. Bachelor's degree
2. Clerical and/or office management experience as well as accounting and numerical skills.
3. Level Four (fluent) in written and spoken English.
4. Strong interpersonal and analytical skills and able to read multiple open source and cable system reports and decide which pertain to Force protection matters.
5. Knowledge of Microsoft Word, Outlook and Excel.
6. Possess and maintain TOP SECRET security clearance and maintain SCI eligibility.

SELECTION PROCESS

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

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

1. Optional Application for U.S. Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612;
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.
5. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the AccraHRO@state.gov email address. **This is the preferred means of applying** for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. http://ghana.usembassy.gov/job_opportunities.html
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box G.P. 194, Accra

POINT OF CONTACT:

Telephone: 021-741000

Fax: 021-741389

E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:

http://ghana.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 safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or uniform 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: OPEN UNTIL FILLED

The US Mission in Accra, Ghana, 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.