

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – ACCRA

August 11, 2009

Number: 09-053

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: Appointment Eligible Family Members (AEFMs) and U.S. Citizens, Members of Household (MOH)

POSITION: **REFUGEE ASSISTANT (FMA 97-012)**

OPENING DATE: August 11, 2009

CLOSING DATE: Until Filled

WORK HOURS: Full-time, 40 hours per pay period: Monday to Friday

SALARY: *AEFM/MOH: US\$37,828 p.a. starting salary
Position Grade: FP-6 to be confirmed by Washington

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of: **REFUGEE ASSISTANT** in the Office of the Refugee Coordinator.

BASIC FUNCTION OF POSITION

Incumbent provides administrative support to the Refugee Coordinator, preparing and maintaining records of refugee referrals, security clearance updates, financial records, and policy and procedural changes. Also serves as the deputy to the Refugee Coordinator, attending meetings, traveling, and approving requests for referrals to the U.S. Resettlement Program.

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

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific information supporting each criterion.

- Possession of a Bachelor Degree is required.
- Must be a U.S. citizen eligible for a Top Secret clearance.
- One to two years of administrative or professional experience is required.
- On the job optional training at FSI is available.
- **Level IV English and French (Full professional proficiency in reading, writing and speaking) is required.**
- Must have an in-depth knowledge of all the various functions and activities within area of work. Must also have a good understanding of the operational environment as it relates to the area of activity. Must be able to perform arithmetic computations.
- Must understand Microsoft Office and Excel and be able to surf the Internet. Must be able to type at a moderate speed (25-40wpm). Must be able to perform basic management skills, such as obtaining results through contractors, and other partner organizations. Must be able to analyze financial documents and vehicle log for completeness and accuracy.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family members and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications in the application.

All applications will be screened initially by the Human Resources Officer to determine whether applicant is eligible to apply for the position and meets the minimum requirements for consideration. Only those applicants determined to be eligible and minimally qualified will be referred to the Family Member Hiring Committee. The Committee will then establish a rank order list of best-qualified candidates to refer to the supervisor.

SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

AEFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

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 194
Osu – 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. 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: 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.