

JOB VACANCY ANNOUNCEMENT US EMBASSY, ACCRA

June 22, 2010

ANNOUNCEMENT # HR10-023

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: All Interested Candidates

POSITION: **ALUMNI COORDINATOR**

POSITION NO: A00109

OPENING DATE: June 23, 2010

CLOSING DATE: July 06, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-5 is confirmed by Washington)

*Ordinarily Resident: GH¢21,487 p.a. (Starting salary)
(Position Grade: FSN-10)

LENGTH OF HIRE: Indefinite

NOTE: ALL APPLICANTS WHO ARE NOT GHANAIAN CITIZENS WILL BE EXPECTED TO RESIDE IN GHANA AND MUST BE ABLE TO QUALIFY FOR A GHANAIAN WORK PERMIT. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of **ALUMNI COORDINATOR** in the Public Affairs Section of the Embassy.

BASIC FUNCTION OF POSITION

Under the supervision of the Cultural Affairs Officer (CAO) and in consultation with the Bureau of Educational & Cultural Affairs (ECA) Alumni Coordinator in Washington, D.C., and Embassy's Exchanges Staff, the incumbent is responsible for promoting contact and cooperation among alumni of all USG-sponsored exchange programs to increase involvement of alumni and Mission contacts throughout Ghana to promote USG goals. Outreach activities include speaker programs, performances, invitational travel, disbursement of grants through Alumni funds and managing a budget for programs and representational events. The incumbent maintains an

alumni database that interfaces with the ECA Alumni Archive, creates program communities on the ECA Alumni website, contributes content to it and promotes it to alumni audiences throughout the country.

Work closely with the CAO, colleagues in the Exchanges Section, and other Embassy Sections, State/ECA contractors and the ECA Alumni Coordinator in Washington, D.C. to coordinate and organize alumni events (receptions, conferences, seminars, workshops and other meetings) and programming and implement a comprehensive strategic plan for alumni outreach and activities.

He/she works closely with the CAO, Public Affairs Section (PAS) Exchange staff, other Embassy sections and the ECA Alumni Coordinator to develop and implement a comprehensive strategic plan for alumni outreach and activities.

Encourages greater involvement by alumni and other PAS contacts in the promotion of Mission goals through preparation and dissemination of informational materials targeting past USG exchange program participants; coordinate with other U.S./Host country exchange organizations that have existing alumni newsletters and prepare and disseminate alumni information materials; solicit contributions from Embassy sections and other sources for the State Exchange alumni web site; edit, review and distribute these articles and other materials; and coordinate posting of materials on website.

QUALIFICATIONS REQUIRED

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

1. University degree in liberal arts, education, social sciences, international affairs or related fields.
2. Five years progressively responsible experience in Ghana in conducting/managing program activities, international relations or related field.
3. Excellent written and spoken English (Level IV); working knowledge of local languages; must be able to read and draft routine correspondence in both languages to facilitate working within the Embassy, outside contacts, as well as with local organizations and alumni.
4. Thorough familiarization with all USG exchange programs operating in host country, with general Public Affairs Section (PAS) activities and with relevant sections of the regulations and PAS operating procedures.
5. Ability to independently perform all administrative tasks; ability to learn/understand the policies and set-up of various exchange programs; writing and translation skills; excellent interpersonal skills; and ability to initiate and maintain working level contacts with alumni, partner organizations, ECA and Embassy constituent posts. Tact and discretion essential; and a high degree of reliability, flexibility and accuracy necessary.
6. Thorough knowledge of the history, government, academic and private sectors of Ghana, to include regional familiarity gained from extensive travel in Ghana. Must be familiar with general office procedures including filing, typing and drafting correspondence. Through

knowledge of various computer software programs, specifically Word, Excel and databases. Interest in and knowledge of general cultural and education fields, as well as familiarity with exchanges work desired.

SELECTION PROCESS

When equally qualified, U.S. 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 U.S. 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 Federal Employment Form (SF-171 or OF-612); or
2. A current résumé or curriculum vitae that provide 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/jobopportunities.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 GP 194
Cantonments – Accra

POINT OF CONTACT:

Telephone: 0302-741000

Fax: 0302-741389

E-mail: AccraHRO@state.gov

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

<http://ghana.usembassy.gov/jobopportunities.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:
 - U.S. 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 U.S. 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 U.S. Civil, Foreign or uniform 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 U.S. 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 U.S. 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: July 06, 2010

The U.S. 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.