

JOB VACANCY ANNOUNCEMENT

US EMBASSY, ACCRA

August 18, 2010

ANNOUNCEMENT # HR10-033

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, FSN-10 (RE-ISSUED)**

POSITION NO: A00109

OPENING DATE: August 19, 2010

CLOSING DATE: September 1, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-5 (steps 5 through 14) 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.

BASIC FUNCTION OF POSITION

Under the supervision of the Cultural Affairs Officer (CAO) and in consultation with the Educational and Cultural Affairs Bureau (ECA) Alumni Coordinator in Washington and Post's exchanges staff, the Locally Engaged Staff for Alumni Outreach and Programs is responsible for promoting contact and cooperation among Alumni of all U. S. Government-sponsored exchange programs to increase involvement of Alumni and Mission contacts throughout Ghana to promote U.

S. Government (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.

Incumbent works closely with the Cultural Affairs Officer, 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 to integrate U.S. Government Alumni into Mission programming as appropriate.

Incumbent promotes and develops a countrywide network of USG Alumni to maximize networking possibilities; assists in the formation, development and sustainability of Alumni associations and inter-association cooperation and networking; encourages Alumni to share their U.S. experience and “give back” within their community; for example, through mentoring programs; promotes membership of the State Alumni Website, alumni.state.gov; and website activities such as Q & A Live events; promotes awareness of Alumni accomplishments and professional development through contact work; posts relevant news stories on the State Alumni Website; travels to support activities and meet with Alumni currently in business, education, NGOs, and government, and facilitates meetings for Foreign Service Officers and visiting VIPs.

Additionally, incumbent represents the Public Affairs Section at Embassy and non-Embassy events as appropriate; writes comprehensive reports on events and activities to be distributed to Embassy and State/ECA elements; maintains calendar of alumni events; encourages Embassy employees to participate in alumni events and gatherings; creates and maintains partnerships with local and international NGOs as well as the private sector to seek ways to support alumni activities. S/he assists in developing a strategic plan for Alumni relations and activities, develops and distributes materials, and works on database/website maintenance and development.

QUALIFICATIONS REQUIRED

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

1. Degree from a Ghanaian and/or U.S. University in the liberal arts, education, social sciences, international affairs or related fields and/or participation in a U.S. government-funded exchange program in the U.S. Preference is given to candidates with degrees from regionally accredited U.S. institutions.
2. Five years progressively responsible experience in Ghana in conducting/managing program activities, international relations or related field.
3. Excellent written and spoken level IV (Fluent) English; 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. Ability to independently perform all administrative tasks; ability to learn/understand the policies and set-up of various exchange programs. Applicants should have good writing and translation skills, excellent interpersonal skills, and the ability to initiate and maintain

working-level contacts with alumni, partner organizations, ECA and Embassy constituent posts. Tact and discretion as well as a high degree of reliability are essential; flexibility and accuracy are necessary for this job.

5. Knowledge of U.S. history, government and society; thorough knowledge of the history, government, academic and private sectors of Ghana, to include regional familiarity gained from extensive travel in Ghana. Demonstrated U.S./Ghanaian cross-cultural understanding and ability to mount programs targeting alumni of U.S. programs at a high professional level. Must be familiar with general office procedures including filing, typing and drafting correspondence. Thorough knowledge of various computer software programs, specifically Word, Excel and databases required. Interest in and knowledge of general cultural and education fields, as well as familiarity with exchanges work is 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 addresses 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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174): **or**

2. A combination of both: i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*): **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veteran preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

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:

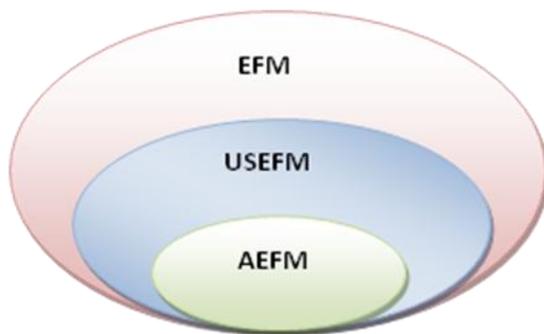
Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP 194
Cantonments – Accra

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



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- **Is** listed on the travel orders **or approved Form [OF-126, Foreign Service Residence and Dependency Report](#)**, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed **service** member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (**AIT**), and who is under chief of mission authority; and
- **Is** residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: September 1, 2010

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.