

# **JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – ACCRA**

February 5, 2009

HR09-006

**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:** **VISA CLERK**

**POSITION NO:** A52725

**OPENING DATE:** February 10, 2009

**CLOSING DATE:** February 24, 2009

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-8 is confirmed by Washington)

\*Ordinarily Resident: GH¢ 7,473.004 p.a. (Starting Salary)  
(Position Grade: FSN-6)

**LENGTH OF HIRE:** Indefinite

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Accra is seeking an individual for the position of a **VISA CLERK** in the Consular Section of the Embassy.

**BASIC FUNCTION OF POSITION:**

Assist in the processing of visa applications. Duties will include reviewing and screening applications and supporting documents, providing information on visa procedures in person and by telephone, assisting applicants in completing forms, organizing and tracking visa requests.

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 and comprehensive information supporting each criteria.

1. Completion of secondary school is required.
2. At least 2 years clerical or administrative experience is required.
3. Level 3 (good working knowledge) in written and spoken English, plus knowledge of at least two local languages is required.
4. Must be proficient in use of Microsoft Office applications including Excel and Word.
5. Must be able to learn and understand complex laws and procedures regarding visas, work with a high degree of independence, and exercise sound judgment. Must be well organized and attentive to detail.
6. Must have excellent communication skills including tact and diplomacy.

## **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 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. AEFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. All Ordinarily Resident applicants must have or be eligible to obtain the required work and/or residency permits in order to be considered.

## **TO APPLY**

Interested candidates for this position should submit the following:

1. Cover Letter expressing interest in the position.
2. Application for Federal Employment (SF-171 or OF-612); or
3. A current resume or curriculum vitae that provides the same information as an OF-612; plus

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](mailto: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](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: 021-776601  
Fax: 021-775742  
e-mail: [AccraHRO@state.gov](mailto: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](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 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.
3. 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: February 24, 2009**

*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.*