

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – ACCRA

December 12, 2007

HR07-068

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: Eligible Family Members (EFM); Appointment Eligible Family Members (AEFM); Members of Household (MOH)

POSITION **CONSULAR ASSISTANT, FP-7**
Position No. A31001

OPENING DATE: December 13, 2007

CLOSING DATE: December 28, 2007

WORK HOURS: Full-time, 40 hours

SALARY: *AEFM/AEFM/MOH: Position Grade: FP-7 to be confirmed by Washington

LENGTH OF HIRE: Indefinite

The U.S. Embassy in Accra is seeking a U.S. Citizen Eligible Family Member (EFM), Appointment Eligible Family Member (AEFM), or Member of Household (MOH) for the position of **Consular Assistant** in the Consular Section.

BASIC FUNCTION OF POSITION:

Manages flow of applicants into the consular section; controls waiting room; liaises with guards; ensures applicants have documents and are ready for interviews on time; ensures passports and visas are securely handled throughout the process.

Enters application information into data base, produces visas for printing and inserting into passports, prepares refusal letters, maintain files, produces end-of-day report, distributes passports for collection.

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

QUALIFICATIONS REQUIRED:

1. Must be a U.S. citizen.
2. Completion of High School required.
3. Two (2) years of clerical or office work experience required.
4. Must be fluent in written and spoken English.
5. Must be able to work under pressure.
6. Must know how to type and have good knowledge of basic computer operations.
7. Must know how to use Microsoft Word, Outlook and Excel.

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.

DEFINITIONS

Eligible Family Member (EFM): Person who is listed on the travel orders of a U.S. Citizen Foreign or Civil Service employee or uniformed service member who is permanently assigned to U.S. Mission Accra and under Chief of Mission authority.

Appointment Eligible Family Member (AEFM): US Citizen spouse or US citizen child who is at least age 18, and who is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to a US Foreign Service post and under Chief of Mission authority.

Member of Household (MOH): Foreign born spouse, dependent child, unmarried partner of the same or opposite sex, parents, other relative or adult child declared to the Chief of Mission who falls outside the definition of AEFM.

Not Ordinarily Resident (NOR): Typically NORs are EFM, AEFMs or MOHs or other persons having diplomatic privileges and immunities.

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 is required to have a work and/or residency permit for employment in country.

TO APPLY

Interested candidates for this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. 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://usembassy.state.gov/accra/wwwhempl.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
Accra

POINT OF CONTACT:

Telephone: 021-774001
Fax: 021-741389
E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:
<http://usembassy.state.gov/accra/wwwhempl.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. 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: December 28, 2007

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.