JOB VACANCY ANNOUNCEMENT
AMERICAN EMBASSY – LOME

No.: 08HR-001 **January 18, 2008**

TO: All employees, all Agencies

Subject: VACANCY ANNOUNCEMENT

OPEN TO:	**All interested Candidates**
POSITION:	**Political/Economic Assistant FSN-9 (FP-05, AEFM only)**
OPENING DATE:	**January 18, 2008**
CLOSING DATE:	**February 1, 2008**
WORK HOURS:	**Full-time: 40 hours/week**

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

The U.S. Embassy in Lome is seeking individual for the position of Political/Economic Assistant in the Pol/Econ Section

To apply, please go to: http://lome.usembassy.gov/employmt.html

BASIC FUNCTION OF POSITION

Serves as the sole Assistant to the Political/Economic Officer and DCM to handle a variety of political and economic reporting and U.S. trade promotion inquiries and activities and assists with reporting on major political issues.

The major duties and responsibilities are pasted at the end of the announcement.

QUALIFICATIONS REQUIRED

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

1. **Education**: University degree in business administration, law, political sciences or economics is required.

2. **Work experience**: Three years of experience in the public or private sector involving sales, marketing, economics, research or banking.

3. **Language:** Level IV (fluent) speaking and reading English and French is required. *English language will be tested.*

4. **Knowledge:** Must have a firm understanding of the political, government and judicial history and current events of Togo and the local commercial sector.

5. Skills and Abilities: Must have the ability to develop and maintain outside working level contacts up to a senior level. Must be computer literate, comfortable with Microsoft Windows based applications (Word, Excel...)

SELECTION PROCESS

When equally qualified, US 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 US 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. 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; plus

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.

NOTE:

1. ALL APPLICATIONS MUST HAVE THE JOB ANNOUNCEMENT NUMBER AND THE POSITION TITLE IDENTIFIED.

2. ALL APPLICATION MUST BE SENT ELECTRONICALLY TO HROLome@state.gov **EMAIL ADDRESS.**

3. ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION.

4. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.

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. 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 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 1, 2008

The US Mission in Lome 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.

RDW

Ruth D. Wagoner
Management Officer

Major duties and responsibilities:

Political responsibilities: Serves as political assistant to Political/Econ Officer and to the DCM; assists with monitoring and reporting on major political issues, provides political analysis, maintains biographic and human rights incidents files for end-of-year reporting.

1. Drafts reports and cables analyzing political situation in Togo
2. Assists with political analysis
3. Maintains files and bios on political figures and activities
4. Maintains wide-ranging contact with government, military, political, and business leaders.
5. Maintains files for human rights reporting.

6. Represents Embassy at selected diplomatic and GOT functions.
7. Participates in weekly press briefing.
8. Advises Ambassador of developments in political situation.
9. Assists with protocol related duties

Economic/commercial responsibilities: Provides assistance to Political/Econ Officer on a variety of economic activities, including research, reporting and trade promotion. Serves as a liaison between Togolese economic
Community and Embassy. Duties include but are not limited to:

1. Monitors economic developments, partnerships and trade activities between U.S. and Togo as well as Togo and other nations.

2. Drafts economic reports.

3. Tracks flight clearance requests and drafts responses.