

# JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 08HR-017

July 8, 2008

TO: All employees, all Agencies

Subject: VACANCY ANNOUNCEMENT

OPEN TO: All interested Candidates  
POSITION: Educational Advisor, FSN-08 (FP-06, AEFM only)  
OPENING DATE: July 11, 2008  
CLOSING DATE: July 25, 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 Educational Advisor in the Public Diplomacy Section.

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

## BASIC FUNCTION OF POSITION

As Educational Advisor, and under the general supervision of the PAO, provides services for all sponsored and non-sponsored students and scholars seeking information about educational opportunities in the United States. Responsibilities include group and individual advising on applying to U.S. institutions; working with other USG agencies, organizations, and local government officials to provide information on fellowships and other sources of financial assistance; compiling and distributing information on studying in the U.S.; and serving as a contact point for U.S. educational institutions. Authenticates translations of diplomas and other educational documents; collects and recycles fees for translations, counseling sessions and the purchase of reference materials. Works, also, with the Regional Educational Advisor (REAC), based in Accra.

**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:** At least a bachelor degree obtained in-residence from a regionally accredited U.S. college or university in one of the areas of studies listed below, or completion of the Hubert Humphrey fellowship program is required. The areas of studies are:

*Agriculture and Related Sciences ; Architecture and Planning ; Area, Ethnic, Cultural, and Gender Studies ; Arts, Visual and Performing ; Biological and Biomedical Sciences ; Business ; Communication and Journalism ; Communications Technologies; Computer and Information Sciences ; Education ; Engineering ; Engineering Technologies ; English Language and Literature; Health Professions and Related Clinical Sciences ; History ; Languages, Literatures, and Linguistics ; Law and Legal Studies ; Liberal Arts and Sciences, General Studies, and Humanities ; Library Science ; Math and Statistics ; Multi/Interdisciplinary Studies ; Natural Resources and Conservation ; Philosophy and Religion ; Physical Sciences ; Psychology ; Public Administration and Social Services ; Science Technologies ; Social Sciences.*

2. **Work experience:** Minimum two years work experience after completion of bachelor's degree.
3. **Language:** Level III (good work knowledge) speaking/reading English and Level IV (Fluent) French is required. *English language will be tested.*
4. **Knowledge:** Knowledge of U.S. secondary, college and universities, technical training colleges and other types of educational institutions and programs is required. Must be familiar with the American educational, social, economic and political institutions and must have knowledge of Togo's educational system in order to advise on study in the U.S. and to certify veracity of host-country educational documents.
5. **Skills and abilities:** Good written, oral communication and interviewing skills is required. Must be computer literate and able to conduct research via the internet.

## **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 EFM's 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](mailto: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 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. 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: July 25, 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.



Ruth D. Wagoner  
Management Officer

### **Major duties and responsibilities:**

Provides comprehensive, current and unbiased information, advice on educational opportunities in the United States. Promotes these services through advertising and outreach including visiting host country schools, colleges, and other organizations to discuss educational opportunities in the U.S. Communicates with host country government officials, admissions officers and U.S. institutions, and Embassy consular officers on issues affecting international education and exchange

Conducts searches on Internet and CD-ROMS to locate specific information on U.S. universities. Records client contact activity for quarterly activity reports to ECA/A/S/A and the REAC in Accra. Tracks desired fields of study and updates resources to meet the needs of students and scholars. Develops information packets on specific fields of study and areas of education, such as financial aid and the admission process, to meet the needs of students and scholars. Continually updates knowledge of new web-based information providers and other sources of information useful to students.

Develops, maintains and updates reference collection of educational information which includes standardized testing information, bulletins, and catalogs from U.S. colleges and universities, CD-ROMS, and other reference materials. Maintains a library consisting of college and university catalogs, brochures, pamphlets, books and films on the U.S. educational system, which can be distributed or used during counseling sessions. Organizes informational group sessions on the admission process and other topics, including panel discussion by returned students or information on specific fields of study. Responds to inquiries and requests for information from U.S.-based educators, State Department REAC and other parties.

Assists persons preparing for study, training or research in the U.S. by providing materials on testing, application procedures, and educational opportunities at various schools. Provides practice sessions and study materials for required examinations such as TOEFL, GRE, GMAT and SAT. Assists students in registering for tests.

Designs and implements advising to fit individual needs for information on specific courses of study and their requirements, fees, housing, degree requirements and general social and cultural environment.

Assists prospective students in final preparation for obtaining admission to U.S. colleges and universities, including filling out admission forms, financial aid applications, and scholarship applications. Validates all translations and applications made to U.S. colleges and universities.

Conducts regular outreach programs in the capital and throughout the country to promote study in the U.S. Coordinates visits with the Ministry of Education, and other government and local authorities, school administrators and teachers.