



**Vacancy Announcement
U.S. Embassy
Monrovia, Liberia**

ANNOUNCEMENT NUMBER: 15-59

OPEN TO: ALL INTERESTED CANDIDATES / All Sources

POSITION: **International Narcotics and Law Enforcement Affairs (INL) Program Assistant, FSN-07, FP-7**

OPENING DATE: October 21, 2015

CLOSING DATE: November 4, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **Ordinarily Resident (OR): \$15,217 per annum starting salary (Position Grade: FSN-07)
*Not-Ordinarily Resident (NOR): FP-7
*Final grade/step for NORs will be determined by Washington

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking a qualified individual for the position of **INL Program Assistant** within the International Narcotics and Law Enforcement Affairs (INL) Section.

BASIC FUNCTION OF POSITION:

Serves as subject matter specialist on law enforcement, criminal justice, rule of law, and counter-narcotics issues in Liberia. Provides advice and analysis to International Narcotics and Law Enforcement Affairs (INL) and Embassy staff on related policy, planning, and development activities in Liberia. Assists with program implementation, pursuing program goals and objectives in strict compliance with United States Government (USG) policy, procedures, and standards. Provides administrative support services to the INL Program Office and is directly supervised by the INL Deputy Director.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Completion of a university degree in social sciences, business administration, or public administration is required.
2. Three years of hands on experience in managing administration and budgeting duties in a medium to large organization in the criminal justice sector is required. Must be familiar with how a large organization or Embassy functions.
3. Level IV English (fluent written, spoken, and reading) and Level III (good working knowledge) of Liberian English are required. Knowledge of other Liberian dialects is required. This will be tested.
4. Must possess relevant knowledge of administrative procedures. Must have a good understanding of the operations of the Ministry of Justice, which includes among others the Office of the Minister of Justice, the Liberia National Police, the Liberian Drug Enforcement Agency, the Office of the Solicitor General, and the Bureau of Corrections and Rehabilitation.
5. Strong organizational skills are required to manage a number of completing tasks. Must have excellent communication and interpersonal skills and ability to interact and work equally well with staff at all levels. Must be a self-starter able to identify priorities and meet deadlines with limited supervision. Strong typing, writing, organizational, and follow-through skills are required. This will be tested.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website and/or by contacting the Human Resources Office, (231) 776777489)

SELECTION PROCESS:

When qualified, applicants who are US Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.

2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are ineligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); **and**
2. Any additional documentation that supports or addresses the requirements listed above (e.g transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office
Attention: **INL Program Assistant**
American Embassy
P. O. Box 98
1000 Monrovia 10 Liberia
Or Email to RecruitmentMonrovia@State.gov

Drop in application box at the Service Gate on Gibson Street at the New Embassy Compound. The Universal Application Form (DS-174) can be picked up at the Gibson Street Gate or the Human Resources Office (for employees only) or accessed on line.

EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Monrovia 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.

Appendix A – DEFINITIONS

1. **Eligible Family Member (EFM):** An EFM for employment purposes is defined as individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse; **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

2. **U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. **Appointment Eligible Family Member (AEFM)**: An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. **Member of Household (MOH)**: A MOH is an individual who meets **all** of the following criteria:

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

6. **Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: (November 4, 2015)

Drafted: HRA: LMulbah

Cleared: HRO: AHirsch

Cleared: JSPO: ASchmisseur

Cleared: A/FMO: AHirsch

Approved: MGT: AVarpas

[Signed copy with HR Office]