

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 01-2011

OPEN TO: U.S. Citizen Eligible Family Members (US EFMs) – All Agencies

POSITION: CLO Coordinator, FP-06 (To be confirmed by Washington)

OPENING DATE: January 25, 2011

CLOSING DATE: February 8, 2011

WORK HOURS: Part-Time; 20 hours/week

SALARY: To be Determined

LENGTH OF HIRE: Temporary position not to exceed two years from the date of hire

NOTE: ONLY U.S CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM), AS DEFINED BELOW, OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION (COM) AUTHORITY, ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN-COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Praia is seeking an individual for the position of CLO (Community Liaison Coordinator)

BASIC FUNCTION OF POSITION

The Community Liaison Office Coordinator (CLO) serves all American employees of all agencies and their family members at Post. The Coordinator's principal goal is to support morale and quality of life for Post's American community through information, referral services, cultural and representational activities, etc..

MAJOR DUTIES AND RESPONSIBILITIES

Community Liaison

Establish and maintain an effective working relationship with all agencies and sections of the Mission.

Establish and develop effective relationships with local community organizations and maintain resources that benefit members of the post community and enhance quality of life at post.

Attend Country Team meetings.

Serve Post's American community by fostering and implementing various programs to help maintain and improve staff morale and quality of life such as; facilitating adjustment to the environment by providing personnel and family members with information about the post and surroundings, coordinating sponsorship programs, and contributing to orientation program activities.

Collect information which may be useful to community, i.e. family member employment opportunities, education, security concerns, recreational facilities, cultural events etc.. Maintain a resource center where all information is maintained. Disseminate information through periodic publications.

Employment Liaison

Advocate for family member employment opportunities within the Mission and on the local economy, recommending policy initiatives to Post management as necessary. Promote employment opportunities to eligible family members within the Mission.

Participate on the Post Employment Committee and advocate for family member preference and formalized post hiring policy.

Administer the Seasonal Hire Program.

Coordinate and maintain Post's Family Member Employment Report (FAMER)

Crisis Management and Security Liaison

Relay critical security information between Post management and the American direct-hire employee/family community.

Represent the interests and concerns of community members when security or crisis situations arise.

Serve on the Emergency Action Committee.

Work with RSO and PSO to organize security briefings.

Develop and maintain a warden system database for all employees and family members that includes safe haven information.

Education

Coordinate the Post's Language Program.

Provide information and referral service on education options available to employees and family members at Post. Provide current information and resources on overseas schools.

Prepare annual School Summary Report for the Office of Overseas Schools.

Information and Resources Management

Gather, maintain and disseminate information to the community, Post management and appropriate functional offices in the Department.

Develop and consolidate written resource materials under welcome/orientation/reentry, as well as other areas of CLO responsibility.

Prepare designated reports for submission to M/DGP/FLO.

Guidance and Referral

Provide confidential support to individuals and groups within the community.

Recommend referrals as appropriate.

Transmit concerns to Post management as appropriate and help formulate solutions and family-friendly policies.

Welcome and Orientation

Provide Post arrival information to assist new employees in a quick adaptation to the local environment.

Organize a sponsorship program and Post welcome activities.

Events Planning

Assist in management of Post's recreational facilities. Develop and maintain quality-of-life programs for Post by coordinating cultural, recreational, and sports activities.

QUALIFICATIONS REQUIRED

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

1. U.S. High School diploma or equivalent is required.
2. At least 3 years of full time professional or semi-professional experience.
3. Level III (good working knowledge) speaking/reading English required.
4. Must be eligible for a security clearance.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that all candidates 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 AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. The candidate must be able to obtain and hold a Top Secret Security Clearance

TO APPLY

Interested applicants for this position should submit the following or the application will not be considered:

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.
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.

SUBMIT APPLICATION TO

Human Resources
Attention: Eunice Ramos
Insert Address: C.P. 201, Praia, Cape Verde or
Ramoseb@state.gov

DEFINITIONS

1. USEFM's: 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 child 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 U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Resident at the sponsoring employee's or uniformed servicemember'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 and/or Foreign Services.

CLOSING DATE FOR THIS POSITION: February 8, 2011

The US Mission in Praia 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.