

U.S. Mission Niamey

Vacancy Announcement Number: 2016-35

OPEN TO: All Interested Candidates / All Sources

POSITION: Protocol Assistant/Translator

OPENING DATE: October 27, 2016

CLOSING DATE: November 9, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-7
Not-Ordinarily Resident (NOR): FP-07
*Final grade/step for NORs will be determined by Washington.

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

The U.S. Embassy in Niamey is seeking applications from qualified individuals for the position of Protocol Assistant/Translator in the Executive Office.

BASIC FUNCTION OF POSITION

This position serves as one of two Embassy Protocol Assistants/Translators and is under the supervision of the Ambassador's Office Management Specialist (OMS). The incumbent performs full range of protocol, translation and representational duties for the Ambassador and Deputy Chief of Mission and is responsible for overseeing all protocol functions at the Mission. S/he serves as the protocol liaison between the Executive Office and the Government of Niger. Contacts include but are not limited to high-level officials in the Government of Niger (GON), diplomatic missions, prominent business and community leaders and heads of international governmental and non-governmental agencies. Responsible for maintaining, managing and updating Mission-wide contact database.

Incumbent is also responsible for translating diplomatic correspondence between the Embassy and the Government of Niger. May also provide guidance on translations to other Mission offices and agencies. Incumbent may serve as interpreter at meetings including for high-level delegations.

QUALIFICATIONS REQUIRED

Applicants **MUST** address each required qualification listed below and attach specific information supporting each item. Please see the specific directions below under “how to apply”. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** University Degree, equivalent of BA or BS in English, Modern Languages, Political Science, International Relations, Law, or Business Administration.
2. **EXPERIENCE:** Three - five years progressively responsible experience in professional translation, interpreting in which English is used as one of the languages. Previous protocol experience with Diplomatic Mission and international organization is a plus.
3. **LANGUAGE:** Level IV English (Speaking/reading/writing) and Level IV French (Speaking/reading/writing) are required. Level IV speaking Hausa or Zarma. **English will be tested**
4. **SKILLS AND ABILITIES:** Ability to work independently and handle complex and technical translations under tight deadlines. Must be able to perform consecutive interpretation in meetings French to English and vice versa. Strong organizational skills in developing and maintaining Mission-wide data base. Exercise good judgment and tact in interacting with contacts at all levels within the Mission, Government of Niger, Diplomatic missions and other entities. Intermediate and advanced knowledge of Word Processing and Access or similar databases.
5. **JOB KNOWLEDGE:** A detailed and in-depth knowledge of US policy and goals in Niger, Nigerien protocol, Government of Niger leadership and political structures, history and culture are required. Must have a good working knowledge of office procedures and standards for written communications.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://Niamey.USEmbassy.gov> or by contacting R/HRO, 20-72-60-61 Ext. 4347.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts 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 employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: non-sensitive security clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website: <http://Niamey.USEmbassy.gov> by contacting Human Resources. (See "For Further Information" above);
 1. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.) All applicants must address each selection criterion detailed in the Vacancy Announcement with specific and comprehensive information and supporting documentation for each item. Candidate **MUST** attach copies of supporting documentation for required qualifications to include, but not limited to:
 - a. Copy of University Degree, equivalent of BA or BS in English, Modern Languages, Political Science, International Relations, Law, or Business Administration
 - b. Work attestations for all relevant work experience.
 - c. Driver's License
 - d. Local Work permit or proof of Nigerien citizenship. **ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**
- 2.

- e. Other information/proof of qualification as required/designated in Vacancy Announcement.

WHERE TO APPLY:

Human Resources Office

Mailing Address: BP 11201

E-mail Address: HRONiamey@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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 (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; or
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, 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, or same-sex domestic partner 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.

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

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) 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.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) 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.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

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.

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.