



Vacancy Announcement
Embassy of the United States of America
Bujumbura, Burundi

EMPLOYMENT OPPORTUNITY!

Temporary Consular Assistant

Asset Management – FP-6/FSN-8

Vacancy Announcement: No. 2017-5

Opening Date: Friday, February 24, 2017 at 12:00

Closing Date: Friday, March 10, 2017 at 12:00

Work Hours: Full-time; 40 hours/week

BASIC FUNCTIONS

As the junior Consular assistant, incumbent does all basic consular work (Non-Immigrant visas, American Citizen Services, ACRS cashier role, Fraud assessments, Notaries, Voting) and serves as the primary point of contact for the public when contacting the Consular department.

REQUIRED QUALIFICATIONS:

Education: Completion of secondary school required. **Work Experience:** Three years of progressively responsible experience in work involving the application of regulatory material and public contact. At least 6 months experience working as a cashier or working with budgets or finances. **Language Proficiency:** Level IV (fluency) in English, Level IV in French and Level IV in Kirundi or Swahili is required. **Knowledge:** A good knowledge of applicable laws, regulations, and procedures, including local laws and practices pertinent to the work performed. Good knowledge of use of computers, such as word processing and basic database use skills.

Skills and abilities: Ability to type Level I is essential. Exercise of tact and good judgment in dealing with the public. Ability to understand and enforce FAM regulations. Ability to understand Department directives. Ability to draft correspondence in direct and precise English or French. Ability to work independently, and to understand and apply complicated local and American laws and regulations in ambiguous situations is essential.

TO APPLY FOR THIS POSITION

The application form is available at <http://burundi.usembassy.gov/employment-opportunities.html>. Interested applicants for this position **must** submit the DS-174 application form and a current résumé or a curriculum vitae that provides additional information.