



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2017-16

Open To: All interested candidates - All Sources
Position: **Administrative Assistant/Grants Manager**
Opening Date: **January 8, 2018**
Closing Date: **January 23, 2018 at 17:00 (Bujumbura Time)**
Work Hours: Full-time; 40 hours/week
Salary: Resident (OR): 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 in Bujumbura is seeking an individual for the position of **Administrative Assistant/Grants Manager** in the Public Diplomacy Section.

BASIC FUNCTION OF POSITION

Reporting to the Public Affairs Officer, this position serves as the primary assistant to the Public Affairs Officer on the management of public diplomacy resources, including the administration of public diplomacy grants. S/he provides administrative and logistical support for public diplomacy activities and is the Section's primary liaison with the Embassy Management Section to ensure adequate support for public diplomacy activities.

Incumbent also manages the Embassy's website and social media platforms in coordination with the Information Assistant and Public Affairs Officer.

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.

Education – Must possess a university undergraduate degree or its equivalent.

Work Experience – Minimum three years of progressively responsible experience in two or more phases of administrative management is required. Direct experience in financial or program grants management in a governmental or nongovernmental international organization is preferred. Additional years of applicable work experience may be considered in lieu of a university undergraduate degree. Familiarity working with and/or administering grants on the WordPress platform is ideal.

Language Proficiency – Level IV English, Level IV French, Level IV Kirundi required. **(These will be tested.)**

Knowledge: Knowledge of basic accounting, financial, and program management principles required.

Skills and abilities: Basic typing skills (40+WPM). **(This will be tested.)**

FOR FURTHER INFORMATION

Visit our website at <https://bi.usembassy.gov/embassy/jobs/> and/or contact the Human Resources Office at 22 20 7024.

SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current employees serving a probationary period are not eligible to apply. Current 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 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 an appropriate security clearance.

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 (see “For Further Information” above). Incomplete DS-174 application form will be rejected; 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:

Mailing Address: Human Resources Office
Attention: The Human Resources Officer
Embassy of the United States
Avenue des Etats-Unis
B.P 1720 Bujumbura

POINT OF CONTACT

Telephone: +257. 22.20.70.24/22 20 72 04

Please indicate your name, telephone number and the position title for which you are applying on the envelope and sign in the logbook upon drop-off of your application in the HR Office.

E-mail Address: BujumburaHR@state.gov

Please indicate the position title for which you are applying in the subject line of your email

CLOSING DATE FOR THIS POSITION: January 23, 2018 at 17:00 (Bujumbura Time)

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 A – DEFINITIONS

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.



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2017-15

Open To: All interested candidates - All Sources
Position: Economic Specialist
Opening Date: **January 8, 2018**
Closing Date: **January 23, 2018 at 17:00**
Work Hours: Full-time; 40 hours/week
Salary: Resident (OR): FSN-10
Not-Ordinarily Resident (NOR): FP-5 (Step 5 through 14)
**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 in Bujumbura is seeking an individual for the position of **Economic Specialist** in the Political/Economic Section.

BASIC FUNCTION OF POSITION

The Economic Specialist (ES) is primarily responsible for maintaining an ongoing evaluation of the economic environment in Burundi and providing analysis of changing trends. In this role it is essential to maintain and expand contacts with Government of Burundi (GoB) officials in the financial sector and leaders of commercial and non-governmental organizations and banking institutions that influence Burundian politics. The ES will provide meeting and translation support for officers at post and write economic reports and synopses of the ongoing economic trends and developments. The ES will maintain an awareness of political trends in coordination with the Political Specialist and fill that role in the absence of the Political Specialist.

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.

Education: Four-year university degree or equivalent (bachelor's degree level) in finance, economics, marketing, business administration, entrepreneurship, or other related field.

Work Experience: Five years of progressively responsible experience in finance, business development, economic research and analysis, or other related field.

Language Proficiency: Level IV French, Level IV English, Level IV Kirundi. **(These will be tested.)**

Knowledge: The job holder needs to know and understand USG policy, practices, and priorities, with a detailed understanding of U.S. economic policy related to Burundi, the East African Community, and the broader region. The job holder will be required at times to act quickly, without instruction from the supervisor, and in accordance with U.S. policy. An in-depth working knowledge of Burundian political and economic leadership, economic and political structures, and government and commercial institutions is required. Contacts across the public and private sector, including civil society, are indispensable. A thorough knowledge and understanding of how to apply analytical methodology and techniques, and of internal reporting requirements and procedures, is required.

Skills and abilities: Ability to develop, organize and analyze statistical data, determine related trends, and present related data in precise and accurate form. Ability to develop and maintain a fairly extensive range of working- and senior-level contacts. Ability to undertake research studies of moderate to limited scope and difficulty and to prepare precise and accurate factual reports. Advanced verbal and written skills in English. A working knowledge of computer systems, including Windows-based programs (Word, Excel spreadsheets, Outlook) and the Internet are required. Level II Typing ability (40 wpm) required. **(This will be tested.)**

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