



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

**EMPLOYMENT OPPORTUNITY!**

**Vacancy Announcement No. 2018-01**

**Open To:** All interested candidates - All Sources

**Position:** Surveillance Detection Program Coordinator

**Opening Date:** February 13, 2018

**Closing Date:** February 27, 2018 at 16:00

**Work Hours:** Full-time; 40 hours/week – **Grade:** FSN-07

**BASIC FUNCTIONS**

This standard job description describes a position involved in conducting Surveillance Detection (SD) operations. The job holder is responsible for the administrative management of the SD Unit, to include performance evaluations, disciplinary actions, approval of leave requests, and management of issued equipment. The position has supervisory responsibilities for 8 SD Unit members, and requires the completion of high school and at least two years of security experience in addition to six 6 months or one 1 year of supervisory experience. The position is located in the Regional Security Office (RSO) within the Mission.

**REQUIRED QUALIFICATIONS:**

**Education** – Completion of high school is required. **Work Experience** – Minimum of two (2) years of military, police, or private experience in the field of security which include six (6) months of investigative experience is required. In addition to six (6) months of supervisory experience is required. **Language Proficiency** – English level III (Good working knowledge) Reading/Writing/Speaking is required. Kirundi level IV (Fluent) Reading/Writing/Speaking is required.

**(These will be tested). Knowledge:** General knowledge of surveillance techniques. Familiarities with normal traffic patterns, pedestrian behavior, facilities, and travel routes. Knowledge of local law enforcement capabilities is required. **Skills and abilities:** Must possess a driver license. Ability to manage the work of others in a team environment is required. **(This will be tested.)**

**TO APPLY FOR THIS POSITION:**

1. Interested applicants for this position **must** submit the Universal Application for Employment (UAE) (Form DS-174) and a current résumé or curriculum vitae that provide additional information. The application form is available at <https://bi.usembassy.gov/embassy/jobs/>.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)



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**EMPLOYMENT OPPORTUNITY!**

**Vacancy Announcement No. 2018-02**

**Open To:** All interested candidates - All Sources

**Position:** Deputy Chief of Mission Administrative/Protocol Assistant

**Opening Date:** February 13, 2018

**Closing Date:** February 27, 2018 at 16:00

**Work Hours:** Full-time; 40 hours/week - **Grade:** FSN-07

**BASIC FUNCTIONS**

Provide a full range of administrative and protocol support to the Deputy Chief of Mission (DCM), including scheduling, organization of, preparation for, and processing of all items and paperwork associated with representational functions, including drafting guest lists. Track responses, invitations, vouchers and receipts. Prepare diplomatic correspondence. Manage travel accounts and expenses for the DCM and the Ambassador (as required). Schedule and coordinate appointments and meetings for the DCM and other U.S. officials and visitors, according to U.S. and Burundian protocol needs and with appropriate authority. Coordinate access to meeting locations and accompany and assist with protocol processes and language interpretation. Translate documents and provide general interpretation as required. Provide guidance to the DCM with regard to appropriate and desirable contacts and facilitate introductions with those contacts. Assist the DCM and staff with the preparation and conduct of official events, advancing them to ensure success. A flexible schedule is required for numerous events conducted outside of normal office hours.

**REQUIRED QUALIFICATIONS:**

**Education** – University degree or equivalent is required. (See note under Work Experience). **Work Experience** – Three years of progressively responsible administrative, protocol or related experience required. Additional years of applicable work experience may be considered in lieu of a university undergraduate degree. **Language Proficiency** – Level IV English, Kirundi, and French are required. **(These will be tested).** **Knowledge:** Proficiency with computers (Word and Excel) required. Ability to create, use and maintain spreadsheets. Thorough knowledge of Burundi's political institutions/environment and structures as well as local social and diplomatic customs and practices. Must have strong knowledge of government protocol practices, general etiquette and social mores. Good familiarity with diplomatic, international, political, NGO and civil society actors. **Skills and abilities:** Level II (40 words per minute) typing required. Demonstrated proficiency in word processing and use of spreadsheet software required. Excellent phone skills/interpersonal relations skills required. Ability to organize and complete schedules, programs and voucher-related paperwork quickly and accurately. Flexibility in adapting schedules/programs to changing circumstances quickly and accurately. Excellent skills in interacting at all levels of Burundian/international community society and the public and private sectors in general. Ability to work well under pressure independently and as part of a team. **(This will be tested.)**

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