



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2011-07

April 28, 2011

Open To: All Interested Candidates/All Sources
Position: Small Grants Coordinator, FSN-9/FP-5
Opening Date: Immediate
Closing Date: May 11, 2011
Work Hours: Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of Small Grants Coordinator.

BASIC FUNCTION OF POSITION

The Small Grants Coordinator manages the Ambassador's Self Help Fund and related small grants, included but not limited to the Democracy and Human Rights Fund (DHRF), Taft Fund, and US African Development Fund programs. Under the direct supervision of the Economic/Consular officer, the incumbent administers and manages the Mission's Small Grants Office, which identifies local Burundian associations and grassroots-level initiatives that could benefit from small-scale financial support. The incumbent is responsible for screening and vetting of proposals, assisting associations to submit proposals which adhere to grant program guidelines, pre-funding and performance visits, general administrative duties involved with the financing of associations, ensuring a smooth close-out of grants at the end each year, and mid-year and end-of-year reporting. The incumbent oversees the entire life cycle of the grants, including making recommendations to senior management for the awarding of grants to monitoring progress and preparing close-out reporting on completed projects. The incumbent works with Public Affairs Section to coordinate signing ceremonies and outreach activities that involve Front Office participation.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A) Management of Small Grants Projects

60% of time

- (15%) Oversees the receipt and evaluation of grants applicants. Vets applications based on specific grant protocols, ensuring that all grant applications are in accordance with the appropriate guidance as well as USG interests and the Mission's strategic goals.

- (10%) Provides counseling to applicants on the criteria for each specific grant program, and helps inform applicants which grant programs are most suitable for their objectives.
- (10%) Coordinates the Mission's small grants review committee meetings, includes preparing recommendations for supervisor and committee members. Sometimes requires translation and preparation of project summaries as appropriate.
- (10%) Prepares all follow-up documentation for grant applications, including preparing memorandums on review committees' actions, drafting responses for the Ambassador or DCM to requests for assistance that fall outside of the program, and notifying successful grant applicants of next steps in the grant cycle.
- (10%) Prepares or oversees all reporting that is required for the grants including drafting cables to Washington on progress of activities and cables concerning project nominations for the upcoming year. Ensures that the recordkeeping for all awarded grants meets required reporting regulations.
- (5%) Manages project fund documentation and allocation, including coordinating with USAID for the preparing of obligation and de-obligation documents; i.e. requests for checks and control of receipts to be approved by the Economic/Consular Officer. Ensures grant administration adheres to the specific grant fund requirements.

B) Grants Monitoring**20% of time**

- (15%) Closely monitors grants by making site visits to assure that project is being carried out as proposed. Travel to project sites outside of the capital will require overnight travel.
- (5%) Coordinates project site visits for the Ambassador and other VIPs, arranging appropriate ceremonies, meetings and official calls.

C) Small Grant Outreach**10 % of time**

- (5%) Ensures that available grants are widely advertised and made available to interested local associations throughout the country.
- (5%) Writes press releases and coordinates a signing ceremony for funded projects to be attended by Ambassador or DCM, project representatives, and local media.

D) Other duties as assigned**10% of time**

- As back-up Consular Assistant at a small post, the incumbent is often required to: Answer inquiries from potential Non-Immigrant Visa (NIV) applicants, review NIV applications for completeness, and perform applicant name checks. In addition the incumbent will operate the automated cash register system and handle consular fees in the consular assistance absence. In regards to American Citizen Services, the incumbent may be required to interact with U.S. citizens seeking passports and routine citizenship services.
- Performs other duties as assigned by the supervisor.

DESIRED QUALIFICATIONS

- a. **Education:** Two years of university studies required. Training in administrative and financial management is required.
- b. **Prior Work Experience:** At least three years experience to include managerial experience and administrative work such as writing reports, managing budgets, and prioritizing multiple tasks is required. Significant hands-on experience in the development field and experience working closely with local organizations is required.
- c. **Post Entry Training:** Introductory online training on managing U.S. foreign assistance overseas is required. Post entry training to be conducted by Economic/Consular Officer. Online training for backup consular duties.
- d. **Language Proficiency:** Level 4 spoken and written English required.
Level 4 spoken and written French required.
- e. **Knowledge:** Ability to use State Department Self Help and DHRF manuals, US Government regulations governing various grants programs, as well as USAID financial management manual as guidelines. Basic knowledge of the Burundian social and economic structure and general knowledge of the workings of the U.S. Government. Knowledge of good management and office organizational skills required. In-depth knowledge of grass-roots community organizations, schools, relief missions, field work, and education.
- f. **Skills and Abilities:** Proficiency with Microsoft office tools, especially Word, Excel, Outlook and PowerPoint. Training in administrative and financial management. Cross-cultural sensitivity to Burundian society and US Government priorities.

POSITION ELEMENTS

- a. **Supervision Received:** Supervision will be provided by the Economic/Consular Officer.
- b. **Available Guidelines:** Self Help and DHRF–State Department manuals; USAID financial procedures manual.
- c. **Exercise of Judgment:** Exercise critical thinking while evaluating projects.
Use discretion and diplomacy while dealing with civil society.
- d. **Authority to Make Commitments:** Incumbent has no authority to commit funds but must regularly make high-level funding decisions subject to clearance from the Executive Office.
- e. **Nature, Level and Purpose of Contacts:** Advise local associations concerning project applications. Plan outreach activities related to Self Help and other small grant funds, including Ambassadorial visits to projects that will require contact with local government officials, association leadership, and other representatives of cultural organizations.

- f. **Supervision Exercised:** None
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** One year.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae; **plus**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Application for Employment.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide

- L. If applying for position that includes driving a U.S. Government vehicle Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Human Resources Office

Attention: The Human Resources Officer

Embassy of the United States

Avenue des Etats Unis

B.P 1720 Bujumbura

or

Email: BujumburaHR@state.gov

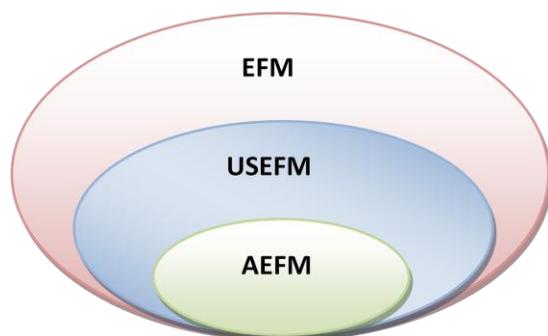
POINT OF CONTACT

Telephone: 22.207.263

CLOSING DATE FOR THIS POSITION: May 11, 2011

The US Mission in Bujumbura 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.

DEFINITIONS

This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and
- EFM (see above) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved [Form OF-126, Foreign Service Residence and Dependency Report](#), 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).