



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

Vacancy Announcement No. 2011-08

May 5, 2011

**Open To:** All Interested Candidates/All Sources  
**Position:** Security Assistance Manager, FSN-9: FP-5  
**Opening Date:** Immediate  
**Closing Date:** May 20, 2011  
**Work Hours:** Full-time; 40 hours/week

## **THIS NOTICE EXTENDS THE DUE DATE FOR APPLICATIONS**

**The U.S. Embassy in Bujumbura is seeking an individual for the position of Security Assistance Manager in the Defense Attaché Office.**

All ordinarily resident (OR) applicants must have the required work and/or residency permits to be eligible for consideration.

### **BASIC FUNCTION OF POSITION**

This position is established to manage the various DOD Security Assistance programs for Burundi. Programs include Foreign Military Financing (FMF), International Military Education and Training (IMET), Humanitarian Assistance (HAP), as well as managing the financial activities including VIP visits, ship and military visits. Managing programs ranges from oversight of budgets/spending, arranging for students to travel to various locations in the U.S., following up with progress, preparing all documents dealing with these programs and maintaining oversight of all military equipment purchases. This position is located in the Defense Attaché Office and is supervised by the Operations NCO (OPSCO).

### **MAJOR DUTIES AND RESPONSIBILITIES**

**100 % OF TIME**

#### **PROGRAM MANAGEMENT**

**40%**

Works with AFRICOM and other major commands to devise, plan and execute a rapidly expanding budget for training, humanitarian relief, and program funding. Ensures that projects associated with the various programs are funded and executed. This is done in conjunction with DAO, ensuring money is funded, and program or item is purchased via DOD and is delivered to Burundi, working with DAO and stateside offices, primarily by telephone and email.

Manages Foreign Military Financing (FMF) program. This program provides grants and loans to help countries purchase U.S.-produced weapons, defense equipment, defense services and military training. Also manages the U.S. support to African Capacity for Peace Operations (ACOTA) program to develop and sustain a deployable capacity for peace operations within Africa and other conflict zones.

Works with Headquarters Africa Command to budget for training, financing, and equipment assistance for the Armed Forces of Burundi. Performs start to finish tracking, and financial budgeting of Burundian Military students taking part in DoD funded training. This includes preparing students for embarking on training courses from identification to completion of training.

Notifies host country military of upcoming training programs offered in the U.S. of over 2,000 courses taught in approximately 150 military schools and installations and solicits nominations for programs. Processes between 12 and 15 students for training annually.

Routinely communicates with major U.S. Military Commands and U.S. Military Training Institutions on issues involving Burundian participants/students including making the Removal From Training decision if necessary. Track financial activities of students taking part in IMET and other training.

Manages DOD Humanitarian Assistance Program (HAP) activities. Projects include refurbishment of medical facilities, construction of school buildings, digging of well, improvement of sanitary facilities and training of host country personnel in internally displaced persons/refugee repatriation operations and in disaster relief and emergency response planning. Responsible for up keeping databases of student information, visa processing information, and financial information needed for successful execution of the program

#### **PROGRAM ADMINISTRATION**

**50%**

Prepare travel orders, visa applications, advance travel payments and security vetting information for all Burundian Military members selected for training in U.S. funded programs.

Routine preparation of correspondence/emails to various offices in Europe and the U.S. dealing with Security Assistance and training matters.

Preparing official invitation to participate in training correspondence in English for the Defense Attaché to sign when needed and ensure its distribution/dissemination.

Routinely updating and maintaining Security Assistance computer databases; preparing and maintaining weekly quarterly and annual reports as needed.

Responsible for making all arrangements for teams coming in to conduct training in country, including logistics, facilities, other arrangements. Normal class is 10-20 students per year.

#### **OTHER DUTIES AS ASSIGNED**

**10%**

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** A minimum of two years of university studies are required
- b. **Prior Work Experience:** A minimum of five years of experience in administrative management to include administrative work such as writing reports, managing budgets, and prioritizing multiple tasks is required.
- c. **Post Entry Training:** Defense Institute for Security Assistance Management, Wright Patterson Air Force Base Ohio (3 weeks)

- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level III Fluency in English with full ability to read, write and speak is required; and Level IV French; Level IV Kirundi.
- e. **Job Knowledge:** General understanding of office procedures and knowledge of accounting principles are required. Must be able to manage students selected for training as well as deal with financial transactions for USG-funded purchases.
- f. **Skills and Abilities:** Computer literacy in MS Office is required. Able to work with computer programs when trained on them. Ability to work independently while managing multiple deadlines, well organized and able to work on several different projects at the same time.

#### **POSITION ELEMENTS:**

- a. **Supervision Received:** Supervised by the OPSCO oversees the entire program
- b. **Supervision Exercised:** None
- c. **Available Guidelines:**
- d. **Exercise of Judgment:** Must make decisions on suitability of students for certain training courses in the states, their level of English, their ability to comprehend, and if necessary recommend removal from training course that a particular student is already enrolled in if needed. Example Students attending Basic English Language who are not progressing are dropped from the program at the Security Managers discretion. DoD regulations, hands on training, in residence training at DISAM in Ohio, supervisor based training
- e. **Authority to Make Commitments:** Security Assistance Manager works with Major Command Security Assistance directors to program funds for training that is set and then can return to country and offer it to the host nation defense forces.
- f. **Nature, Level, and Purpose of Contacts:** Daily contact with DAO staff, weekly to monthly contact with Major Command Security Assistance staff as well as Stateside training managers/providers, contact with all as needed
- g. **Time Expected to Reach Full Performance Level:** Six months to one year based on the Security Assistance Fiscal Year cycle

#### **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 EFM's 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  
Position Title:  
or  
Email: [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov)

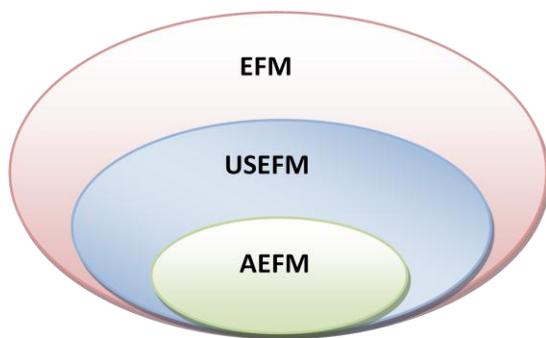
**POINT OF CONTACT**

Telephone: 22.207.263

**CLOSING DATE FOR THIS POSITION: May 20, 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).