

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11-11

OPEN TO: All Interested Candidates

POSITION: Youth Coordinator, FSN-6

OPENING DATE: August 16, 2011

CLOSING DATE: August 30, 2011

WORK HOURS: Full-time; 40 hours/week

The Embassy in Harare is seeking an individual for the position of Youth Coordinator to be based at the Public Affairs Office.

BASIC FUNCTION OF POSITION

The Youth Outreach Assistant helps the Assistant Public Affairs Officer (APAO) and other Public Affairs staff to create, run and evaluate youth-focused programs and initiatives that use all Public Affairs outreach tools, including exchanges, trainings, speaking events, cultural programming and media tools.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion. **Failure to submit documentary evidence for educational qualifications will be grounds for disqualification. Foreigners/Non-Zimbabweans must attach work permit documentation in order to be considered for employment by the Embassy.**

- Completion of High School Diploma or 2 “A” Level passes.
- Two years experience in events management, campaign development, marketing, communications, advocacy or public relations.
- Level IV (Fluent) in written and oral English; Shona and /or Ndebele is required
- High degree of computer skills is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFM's who hold a FMA are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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 applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Universal Application for Employment LES/EFM Form or American Embassy Harare Application Form.

SUBMIT APPLICATION TO

Human Resources Office
P O Box 3340, Harare

E-mail: hararerecruit@state.gov

POINT OF CONTACT

Human Resources Office

Telephone: 263-4-250593 Ext 4622 or 4991

FAX: 263-4-796488

DEFINITIONS

1. 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:
 - 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,
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - 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 parents⁰ 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.

3. 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 travel orders of the sponsoring USG 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 residence status within the host country; and,
 - Is subjected 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 LCP.

CLOSING DATE FOR THIS POSITION: August 30, 2011

The US Mission in Zimbabwe 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.