# VACANCY AT THE AMERICAN EMBASSY

The United States Embassy in Sierra Leone is seeking qualified individuals for the position listed below:

POSITION TITLE CLOSING DATE FOR

RECEIPT OF APPLICATIONS

Consular Services (Immigrant) Assistant February 12, 2021

**Basic Function of the Position** –

Based on immigration laws and procedures, receives and reviews documentation and information from a variety of sources for processing of Immigrant and Diversity Visas (IV/DV) to the point of final review by the Consular Officer. Reviews application for completeness and identifies the type of visa the applicant requires according to U.S. Immigration and Nationality Act. Reviews applications and checks documentation for acceptability, in accordance with Department regulations. Prepares cases for further review by the Consular Officer, noting matters requiring special attention. Serves as interpreter at interviews conducted by the Consular Officer. Advises Consular Officer on local culture and practices to assist in the adjudication process. Compiles visa packages and prints approved visas or letters of refusal.

To apply for this position click: [Consular Services (Immigrant) Assistant](https://erajobs.state.gov/dos-era/vacancy/viewVacancyDetail.hms?_ref=aehttdfrpt0&returnToSearch=true&jnum=21288&orgId=23) to login or create an account.

Information on these positions and application procedures are available on the Embassy’s website at <https://sl.usembassy.gov/embassy/jobs>.

The closing date for receipt of applications is listed above.

Electronic Recruitment Application (ERA). ERA is an electronic applicant management system powered by Monster.com.  It will allow Human Resources professionals at U.S. missions overseas to easily identify quality candidates from large pools of online applicants.  It is a compliant, flexible, proven applicant tracking solution that automates end-to-end hiring process. Most-of-all, ERA eliminates the need for paper-based activities and streamlines workflows, all while protecting sensitive information. With the introduction of ERA, the United States Embassy in Sierra Leone will NOT be accepting any paper applications.