U.S. MISSION TOGO

VACANCY ANNOUNCEMENT NUMBER: LOME-2019-06

OPEN TO:	**U.S. Citizen Eligible Family Members (USEFMs) - All Agencies**
POSITION:	**Consular Assistant**
OPENING PERIOD:	**08/23/2019 – 09/06/2019**
WORK HOURS:	**Full-time, 40 hours/week**
SALARY:	FP-07. Actual FS salary determined by Washington.

The U.S. Mission in Togo is seeking eligible and qualified applicants for the position of **Consular Assistant**.

BASIC FUNCTION OF POSITION

The Consular Assistant performs general administrative and security procedures for the section, that while basic, determine the well and safe functioning of the consular section in accordance with Department of State regulations. The Consular Assistant also responds to written and oral inquiries on all aspects of consular work. The position requires U.S. citizenship and a Public Trust clearance.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Two years of college level study is required.

2. **EXPERIENCE**: Two years of clerical experience is required.

3. **LANGUAGE:** Level IV (Fluent) speaking/reading of English ability required. This may be tested.

4. **SKILLS & ABILITIES:** Communication skills, including the ability to calm agitated customers and explain complex laws and regulations to consular customers. Writing and correspondence skills, including the ability to independently draft professional and clear responses to a variety of consular inquiries in English.

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FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office (Tel.: +228 22-61-54-70 or +228 22-61-54-71).

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:
(1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
(2) AEFM / USEFM
(3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link:
https://careers.state.gov/downloads/files/definitions-for-va

How to Apply: Applicants must submit a Universal Application for Employment (DS-174) which is available on our website.

To apply for this position, applicants should electronically submit the documents listed below to HROLome@state.gov.

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Required Documents: Please provide the required documentation listed below with your application:

- DS-174 form
- Copy of Orders/Assignment Notification or equivalent (if applicable)
- Residency and/or Work Permit (if you are not a Togolese citizen)
- ID card or Passport copy
- Degrees (not transcripts)
- Certificates or Licenses
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letter(s) of recommendation
- List of references
- Other

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Lome, Togo.

Lisa A. Derrickson
Management Officer

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