

**Vacancy Announcement**  
**U.S. Embassy**  
**Monrovia, Liberia**

Vacancy Announcement  
# 33-2009

**OPEN TO:** All Interested Candidates  
**POSITION:** Information Resource Center Director, FSN-8 T (Entry and Training Level) – full grade of position FSN-10  
**OPENING DATE:** October 30, 2009  
**CLOSING DATE:** November 12, 2009  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Not-Ordinarily Resident (NOR):  
(Position Grade: to be confirmed by Washington)  
Ordinarily Resident (OR): US 13,971 p.a.

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The U.S. Embassy is seeking qualified individuals for the position of **Information Resource Center (IRC) DIRECTOR** within the Public Diplomacy Information Resource Center.

**Basic Function of the Position:**

- **IRC Management**  
As head of the IRC program, independently plans, develops and manages the IRC. In charge of all research and reference services and ensures authoritative information about the United States is received by target audiences. Devises strategies for cost-effective, automated means of handling information inquiries. Reviews the IRC capabilities and optimizes the technology of post' information services, including online new media.
- **Outreach/Public Programs**  
The IRC director is responsible for promoting awareness of American policies and positions in contemporary affairs through a variety of innovative outreach programs.
- **Research/Reference/Collection Development**  
The IRC director will respond to inquiries for in-depth information primarily from the target audiences and writes substantive IRC reports.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, ((231) 77-054826) and at <http://monrovia.usembassy.gov/vacancies.html>.

## **QUALIFICATIONS REQUIRED:**

1. **Education:** University degree or equivalent experience in: information science, library science, journalism, political science, international affairs or American studies is required.
2. **Past work experience:** Minimum five years of progressively responsible experience in the field of Information Research; or in Program Management. This includes experience in traditional research and reference services and in the use of emerging technologies and electronic resources.
3. **Language proficiency:** Level 4 English (professional working knowledge). Must possess excellent writing and communication skills.
4. **Job knowledge:** A thorough knowledge of U.S. reference and resource materials and of current trends and developments in American and host country information, science and technology sector.
5. **Skills and abilities:** Ability to independently plan, organize and carry out assigned responsibilities; ability to train, supervise and evaluate staff as well as to effectively inform other Local Staff of IRC role and resources; ability to write reports and outreach publications. Ability to carry out reference searches and respond rapidly to complex requests, often for breaking news.

## **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.

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 applicants for this position must submit the following or the application will not be considered:

1. Letter of Application
2. A current resume or curriculum vitae 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.

## **SUBMIT APPLICATION TO**

Human Resources Office  
Application for **IRC Director**  
American Embassy  
P.O. Box 98  
1000 Monrovia 10 Liberia

**Please include point of contact information including full name and telephone number.**

**CLOSING DATE FOR THIS POSITION: November 6, 2009**

### DEFINITIONS

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

- U.S. Citizen; and,
- Spouse or unmarried child 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.

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 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.

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 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, and 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 U.S. 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 U.S. 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.

All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: (November 6, 2009)**

***The US Mission in Monrovia 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.*

Drafted: HR: MGKoutsis   
Cleared: PAO: DGhebreab   
Approved: MGT: SCowper 