

AMERICAN EMBASSY NAIROBI VACANCY ANNOUNCEMENT

PLEASE TAKE THIS NOTICE HOME

VA-60-09

September 4, 2009

Open to: All Interested Candidates

Position: Library Clerk

Opening: September 9, 2009

Closing: September 22, 2009

Work Hours: Full-time; 40 hours/week

Salary: Not-Ordinarily Resident: Position Grade: FP-8
Ordinarily Resident: Position Grade: FSN-5005-6

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING EMPLOYMENT IN COUNTRY PRIOR TO APPLYING FOR THIS POSITION.

The Library of Congress Office (LOC) has an opening for the position of Library Clerk. The position will be available immediately.

Basic Function:

Serves as Library Clerk in the Acquisition Section of the Library of Congress Office for 29 countries in Africa, based in Nairobi, Kenya. Processes material and formally receives monographs and periodicals, specializing in approximately seven African countries as assigned by the Chief of Acquisitions. Documents invoices and receipts against material and signs as receiving officer to authorize fiscal processing and approval for payments.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HR Office on 363-6091.

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- ◇ Completion of Secondary School is required. Diploma in Library Information also required.
- ◇ Two years of library work experience is required.
- ◇ Level IV English is required.
- ◇ Must have basic computer skills.
- ◇ Must be able to type 25-30 WPM.

Selection Process:

WHEN EQUALLY QUALIFIED, U.S. CITIZEN ELIGIBLE FAMILY MEMBER (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:

- ◇ Applicants must be eligible for appointment under host government laws and regulations.
- ◇ Current employees serving a probationary period are not eligible to apply.
- ◇ Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- ◇ 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.
- ◇ Management will consider nepotism/conflict of interest, budget, and visa status in determining candidacy.
- ◇ Applicants must be available for an interview and for proficiency testing as required by the selecting official. If the applicant has not been contacted within two weeks after the closing date, please call the Embassy Human Resources Office at 363-6091.

To Apply:

Interested candidates for this position should submit the following to the Human Resources Office, P. O. Box 606 Village Market, 00621 Nairobi, Kenya.

- **Application for Employment Form:** The application form (<http://nairobi.usembassy.gov/root/pdfs/empform.pdf>) must be completed (typewritten application is preferred); please also include a detailed Resume or CV explaining your specific experience for each qualification/requirement of the position.
- **Required documentation:** Any degrees/diploma, high school certificate, valid driver's license, etc. that addresses a specific qualification required for the position. **(If you do not include this supporting documentation, your application will not be considered.)**

DEFINITIONS

1. **AEFM:** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment or a temporary appointment, provided that all of the following criteria are met:

- U.S. citizen; and
- Spouse or the same sex domestic partner as defined in 3 FAM 1610 of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign or Civil Service or uniformed services member who is permanently assigned to or stationed abroad at a U.S. Mission or at an office of the American Institute in Taiwan, and who is under the chief-of mission authority; and
- Residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan; and
- Does not receive a USG retirement annuity or pension based on a career in the US Civil, Foreign or uniformed services.

2. **EFM:** Family Members at least 18 years of age listed on the travel orders of a direct-hire Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

4. **Member of Household (MOH):** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen direct-hire Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. mission or at an office of the American Institute in Taiwan, and who is under the chief-of-mission authority; 2) Has been declared by the sponsoring U.S. government employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

5. **Ordinarily Resident (OR):** A foreign national or U.S. citizen who:

- (1) Is locally resident; and
- (2) Has legal, permanent resident status within the host country; and
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).