

AMERICAN CONSULATE GENERAL DURBAN

VACANCY ANNOUNCEMENT

VA 09-109

November 2, 2009

Open To: All Interested Candidates

Position: Community Grants Coordinator

Location: Executive Office, Durban

Opening: November 2, 2009

Closing: November 16, 2009 (Close of Business)

Work Hours: Part-Time; 32 hours/week
*Please note that hours may change in the future.

Salary: FP-05 (Step 1-4), *Not-Ordinarily Resident
Starting Salary: \$36,458 - \$39,838 per annum
*based on part-time 32-hour work week
(includes 7.70% Overseas Locality Pay)

FSN-9, *Ordinarily Resident
Starting Basic Salary: R160,509 – R 224,707 per annum
Starting Cash Benefits**: R45,425 – R50,775 per annum per annum
*based on part-time 32-hour work week
Non-cash benefits** include medical, pension and others where applicable

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS WHO ARE NOT SOUTH AFRICAN CITIZENS MUST HAVE THE REQUIRED WORK AND/OR PERMANENT RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION, AND SUBMIT COPIES WITH APPLICATION.

The U.S. Consulate General in Durban is seeking an individual for the position of Community Grants Coordinator in the Executive Office.

Basic Function of Position:

The position administers and manages the Community Grants program in KwaZulu Natal and the eastern part of the Eastern Cape Province. The position oversees the entire life cycle of the grants,

including making recommendations to senior management for the awarding of the grants, monitoring progress and preparing reports on completed projects. Due to the required project evaluation and oversight, the incumbent will be required to travel including for overnight stays. The position also organizes capacity-building workshops for grantees, plans site visits to project sites for senior officials and interacts with South African government officials, from the local/community level up to the provincial level. Job holder is supervised by the Consul General and supervises one Community Grants Administrative Assistant.

Qualifications Required:

NOTE: ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. Items 1-7 are ALL REQUIRED

1. Bachelor's degree or equivalent from an accredited university in social sciences, business administration, public administration, finance or law.
2. Minimum of one year of experience working in each of the following areas: community development, project management and program funding/budget management, for a minimum of three (3) years of cumulative experience in these areas, which must include a minimum of six (6) months of supervisory experience. **You must submit an essay of no more than 1500 words that directly addresses how and why you meet the required qualifications of job experience in (a) community development, (b) project management and (c) program funding/budget management with a minimum of six (6) months supervisory experience.** Each of the 3 areas of required job experience must be separately discussed, including a description of: your specific experience in the particular area; the amount of time (in months) you have experience in that area; what job duties you performed in this area; who you worked with; how and where your duties were carried out; particular projects or duties you worked on within each area of experience; and any other information that supports how you meet the relevant qualification. If your experience was gained through volunteer or part-time job experience, please state the number of hours per month that you worked in the particular job. Please note that supervisory experience does not need to be included in your essay, but it *must* be reflected in your resume.
3. English level IV (fluent) - writing/reading/speaking. Excellent speaking skills and the ability to compose effective written reports and documents. (This will be tested.)
4. Specialized knowledge of project management, basic accounting and business skills, database and file system management.
5. Must be a self-starter with excellent organizational, time management and analytical skills. Good investigative instincts and research skills.
6. Excellent interpersonal skills and cultural sensitivity.
7. Proficiency in all aspects of Microsoft Office. (This will be tested.)

Selection Process:

When qualified, Appointment-Eligible Family Members (AEFM) and individuals with U.S. Veterans preference will be given preference. Qualified AEFM applicants who also have U.S. Veterans preference will receive the highest preference.

Additional Selection Criteria:

1. Management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful candidacy.
2. Employees currently on probationary status are not eligible to apply.
3. Currently employed AEFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed Not-Ordinarily Residents (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. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment (OF-612); or
3. A current resume or curriculum vitae that provides the same information as an OF-612; plus
4. Candidates who claim U.S. Veteran's preference must provide a copy of their DD-214 with their application.
5. 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 VIA: HRRrecruitment@state.gov

Subject Line: **Application for Durban Community Grants Coordinator Position (VA 09-109).**

Point Of Contact:

Monica Ewing, Telephone: 012-431-4248

DEFINITIONS: (Please read the following definitions)

1. *Appointment Eligible Family Member (AEFM): U.S. citizen spouse or U.S. citizen child who is at least 18 years of age, is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to post and under Chief of Mission authority. AEFMs must also be resident at sponsoring employee's or uniformed service member's post of assignment abroad, approved safe-haven abroad, or alternate safe-haven abroad, and not be receiving a U.S. government annuity or pension based on a career in the Civil or Foreign Service.
2. *Eligible Family Member (EFM): Family Member at least age 18 years listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to a US Foreign Service post under Chief of Mission Authority who do not meet the definition of AEFM above.
3. *Member of Household (MOH): 1) Is not an AEFM; 2) person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. foreign service post or establishment abroad; 3) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 4) will reside at post with the employee. 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 U.S. citizen.
4. *Ordinarily Resident (OR): A citizen of South Africa or a citizen of another country who is locally resident in South Africa, has legal permanent resident status within South Africa, is subject to South African employment and tax laws, and has the required work and/or residency permit for employment in South Africa. EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated under the local compensation plan for ORs.
5. *Not-Ordinarily Resident (NOR): A non-South African citizen (U.S. citizen or foreign national) who, although legally resident in South Africa, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under South African law. To be considered Not Ordinarily Resident, applicants must be eligible to work within the U.S. mission without needing a work permit under South African law and not subject to the

employment and tax laws of South Africa. They must also be in possession of a U.S. Social Security number and a U.S.-based bank account in their name. Those who do not meet all the requirements to be considered Not-Ordinarily Resident will be hired as Ordinarily Resident.

CLOSING DATE FOR THIS POSITION: November 16, 2009 (Close of Business)

The U.S. Mission in South Africa provides 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 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.