Announcement Number: BISSAU-2022-001

Hiring Agency: Bissau Liaison Office

Position Title: Political Assistant

Open Period: 05/3/2022 - 05/17/2022

Format MM/DD/YYYY

Vacancy Time Zone: GMT

Series/Grade: LE-1605/9

Salary: 19,078,965

Work Schedule: Full-time - (40 hours/week)

Promotion Potential: LE-9

Duty Location: Bissau

Telework Eligible: No

For More Info: bissau-recruitment@groups.state.gov.

Hiring Path: Open to the public

Security Clearance Required: Public Trust - Background Investigation

Appointment Type: Permanent

Marketing Statement:

We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

Summary:

U.S. Embassy Dakar’s Bissau Liaison Office in Guinea-Bissau is seeking eligible and qualified applicants for the position of Political Assistant.

Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Relocation Expenses Reimbursed: No

Duties

The incumbent performs broad and complex analytical research, reporting, analysis, and briefings for the Bissau Liaison Office (BLO) and the Ambassador’s Office. Identifies and develops professional contacts for the BLO. Provides initial drafts of reporting cables and annual reports. Responsible for
coordinating official temporary duty (TDY) visits. This position is directly supervised by American Guinea-Bissau Officer in Dakar.

Qualifications and Evaluations

Requirements:

EXPERIENCE: Three years of professional experience in government, education, or law that imparts an understanding of Bissau-Guinean government structure and functioning, politics and civil society is required.

EDUCATION: Bachelor's Degree in law, political science/government, history, sociology or anthropology is required.

LANGUAGE:

Level 4 (Fluent) speaking/writing of Portuguese and English are required. (This may be tested)

SKILLS AND ABILITIES:

Wide-ranging analytical ability is required with emphasis on the political, military, and economic spheres. The ability to obtain and synthesize a wide range of material from varied sources and prepare reports of a factual and analytical nature in precise and accurate form, is required. Must have an extensive knowledge of Bissau-Guinean and American protocol and social customs, personalities, and organizations, and must be able to move comfortably and knowledgeably within the varied levels of required contacts. Must be a self-starter and show initiative. Must be proficient in computer software and programs (Excel, Word, etc.); keyboarding skills is required but accuracy is important not speed.

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.

Qualifications:

All applicants under consideration will be required to pass medical and security certifications.

Agency Benefits:

Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the Bissau Liaison Office, may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.
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:

AEFM / USEFM who is a preference-eligible U.S. Veteran*

AEFM / USEFM

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.

How to Apply:

Please send your application at: Bissau-Recruitment@groups.state.gov before May 17, 2022 – midnight GMT.

Required Documents:

Please provide the required documentation listed below with your application:

Resume

Bachelor's Degree

Residency/ work permit (if applicable)
Next Steps:

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 Bissau Liaison Office, Guinea Bissau.