



U.S. Embassy Cotonou Vacancy Announcement

Announcement Number: Cotonou-2019-009

Position Title: Loanable Property and Inventory Clerk

Opening Period: July 24, 2019 - August 07, 2019

Series/Grade: LE - 805 - 5

Salary: CFA 4,580,707 - 4,580,707 CFA

For More Info: E-mail Address: HROCotonou@state.gov

Who May Apply: All Interested Applicants / All Sources

For applicants who are USEFMs, FS salary is US \$29,350. Actual FS salary determined by Washington DC.

Security Clearance Required: Local Security Certification or Public Trust.

Duration Appointment: Indefinite

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf> before you apply.

Summary: The U.S. Mission in Cotonou, Benin is seeking eligible and qualified applicants for the position of **Loanable Property and Inventory Clerk** in the Embassy's General Services Section.

Note: The Embassy will never charge anyone for submitting a job application.

The work schedule for this position is: Full Time (40 hours per week).

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

Supervisory Position: No.

Duties: Under the supervision of the Supply Supervisor, the incumbent is in charge of managing loanable property and events. He/she leads the annual inventory process and maintains the residential inventories. The position is located in the General Services Section and does not have supervisory responsibility.

Qualifications and Evaluations

EDUCATION: Completion of secondary (Baccalaureate or equivalent) school is required.

EXPERIENCE: Two (2) years' experience in supply chain management, logistics management, business or warehousing is required.

JOB KNOWLEDGE: Knowledge of property management and supply chain management. Knowledge of event set up and management.

Evaluations:

LANGUAGE:

Level III (Good working knowledge) speaking, reading and writing of English is required. **This may be tested.**

Level III (Good working knowledge) speaking, reading and writing of French is required. **This may be tested.**

SKILLS AND ABILITIES: Must possess good interpersonal, customer service and good organization skills. Must possess basic computer skills including working with Microsoft Office products specifically Word, Excel and Outlook. Must be able to follow instructions and work independently. Must possess Class B and C or C1 local driver's licenses. Must be able to lift 25 kgs. **This may be tested.**

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

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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Cotonou may receive a compensation package that may include health, separation, and other benefits.

For EFM, 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:

- (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: All candidates must be able to obtain and hold a Local Security Certification or Public Trust. Applicants must submit a Universal Application for Employment (DS-174) which is available on <https://bj.usembassy.gov>

To apply for this position, applicants should electronically submit the documents listed below.

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

- DS-174
- Residency and/or Work Permit
- Degree
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting

- documentation (if applicable)
- SF-50 (if applicable)
- Other (training, work certificates)

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 U.S. Embassy Cotonou, Benin.