

UNITED STATES EMBASSY CONAKRY, GUINEA



HIRING NOTICE

The United States Embassy Conakry is seeking eligible and qualified applicants for the following positions:

OPEN TO:	All Interested Applicants / All Sources
POSITION N°1:	Human Resources Specialist – FSN-10
VACANCY NUMBER:	Conakry-2024-002RA
OPENING DATE:	June 26, 2024
CLOSING DATE:	July 10, 2024
BASIC FUNCTION OF POSITION:	Serves as a senior principal advisor to the HRO on a myriad of complex issues related to HR management. Is responsible for supervision and performance of the full range of personnel functions (LE Staff and American services) at post. This includes recruitment and onboarding of employees including third country nationals, if necessary; preparation of all types of personnel actions; placement and promotion of local employees; resignations and disciplinary actions; submission of classification requests of local positions to Regional Classification Center (RCC); participation in local wage surveys; maintenance of position control records for ICASS; staffing patterns; personnel records and files; and the preparation of periodic and non-recurring reports. Also, oversees personnel activities for American employees including processing of incoming and outgoing personnel. Supervision of subordinates is generally a component of these positions.
REQUIREMENTS	<u>EXPERIENCE:</u> Minimum five years of experience in human resources management is required, plus at least one year of supervisory experience is required <u>EDUCATION:</u> Bachelor's degree in human resources or business administration is required. .

NB: For the complete Vacancy Announcement and Application Submission please visit the **ERA site** : <https://erajobs.state.gov/dos-era/gin/vacancysearch/searchVacancies.hms>

OPEN TO:	All Interested Applicants / All Sources
POSITION N°2:	Senior Security Investigator (Senior Foreign Service National Investigator) – FSN-10
VACANCY NUMBER:	Conakry-2024-025
OPENING DATE:	June 20, 2024
CLOSING DATE:	July 10, 2024
BASIC FUNCTION OF POSITION:	<p>Serves as the authoritative and principal security advisor to the RSO and COM in countries with a heightened and/or complex security environment. Advisories entail navigation of the local legal and political environment to reach outcomes that enhance and/or meet Mission goals and policies. Advisories also may entail navigating and coordinating among host country ministries to finalize agreements and facilitate legal reviews. Develops and maintains active, mutually supportive, and strong working relationships with key contacts to routinely further mission goals and priorities (for example, to facilitate host nation capacity building or facilitate frequent protective operations). Utilizes the professional relationships to foster and promote successful visits by high-level USG personnel. Leads/escorts high-level delegations/officials to various locations in support of matters such as: investigative case work, training seminars, bi-lateral meetings, ceremonial gatherings, policy negotiation meetings and/or orientations or introductions with executive level law enforcement officials. On behalf of the RSO (and other offices with DCM permission), routinely contacts the host government Office of the Prime Minister/Deputy Prime Minister (or equivalent) on behalf of the embassy. Manages long-term, strategic RSO initiatives. For example, identifies security sector units and individuals to participate in U.S. sponsored training, such as the International Visitors Leadership Program, and the regional ILEA. Acts as the Primary Overseas Security Advisory Council (OSAC) Coordinator, maintaining contact lists, attending OSAC meetings and assists the OSAC Country Council activities and programs. Analyzes annual crime statistics and contributes to the Annual OSAC Crime and Safety Report and other reports required by the Department. Engages private sector security contacts through the Overseas Security Advisory Council (OSAC) for the RSO. The Senior FSNI participates in OSAC meetings and provides critical threat information impacting the private sector on behalf of the RSO. Maintains effective liaison with officials of the host country to include civilian, military, and police at both policy-making and operational levels. Utilizes contacts to conduct sensitive investigations, negotiates post security requirements, coordinates U.S. dignitary visits, arranges ambassadorial security, and facilitates international conferences. Travels to different cities in the country to coordinate with local authorities to facilitate VIP travels. Analyses security issues and informs the Front Office and other Country Team members on how to securely conduct diplomacy and development engagement for the Mission to gain greater “risk awareness” in countries that face a heightened or complex security environment. Gathers and evaluates intelligence information concerning threats against post personnel, facilities, or information. Develops local contacts to receive and verify criminal, counterintelligence, terrorist, or other threat information. Monitors criminal and terrorist activities and any relevant socio-political developments in country and reports on their impact on post security environment. Supervises the day-to-day operations of the FSNI Office. Reviews and monitors work assignments of subordinates, and adjusts priorities and assignments as needed to meet shifting projected workload and established</p>

	<p>deadlines. Reviews all completed work assignments. Ensures all reference materials and files are current. Incumbent will personally train all subordinates or will arrange for appropriate training in a timely manner. Completes goal setting sessions, performance evaluations, award nominations, and conducts performance counselling. Maintains the integrity of post security programs by managing and training FSNI and support staff. Provides oversight and makes corrections where needed on background investigations on local staff and contractors, as well as other types of investigations. Conducts highly complex and sensitive joint investigations with Consular and other Security Investigators to successfully resolve technical and procedural impediments to the case. Develops, conducts, and manages investigations by identifying, developing, and maintaining host government contacts from the executive to working level across various Ministries and with private sector contacts related to investigations, intelligence, and law enforcement matters. Coordinates investigative lead requests for U.S. law enforcement agencies not resident at post and coordinates mutual legal assistance.</p>
<p>REQUIREMENTS</p>	<p><u>EXPERIENCE:</u> At least five years as a professional investigator or special agent with substantive experience conducting complex & high-profile investigations (for example, fraud or organized crime) that require a mastery of investigative techniques and comprehensive knowledge of local legal procedures and host nation government law enforcement and security agency structures and operations.</p> <p><u>EDUCATION:</u> University Degree (B.S.) in law enforcement, criminology, or host country equivalent.</p>

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OPEN TO:	All Interested Applicants / All Sources
POSITION N°3:	Procurement Supervisor – FSN-9
VACANCY NUMBER:	Conakry-2024-029
OPENING DATE:	June 26, 2024
CLOSING DATE:	July 10, 2024
BASIC FUNCTION OF POSITION:	<p>Under the direction of the Contracting Officer, the incumbent is responsible for all aspects of contracting and procurement functions for all agencies subscribing to the International Cooperative Administrative Support Services (ICASS). The position requires expert knowledge of complex technical specifications, the ability to distinguish between and select the appropriate procurement mechanism to procure essential goods/services on behalf of the United States Government. The incumbent reviews procurement requests for completeness, assists the requesting office to define its requirements, prepares scope of work listing technical specifications for items/services needed and determines type of action necessary and the best source of commodity or service. Incumbent</p>

	<p>supervises three locally employed staff, two Procurement Agents and one Procurement Clerk, providing guidance and assistance to them. Meets with section chiefs/supervisors to assist them in establishing purchase requests for mission offices and agencies and reviews them for specific and proper authorizations, then obtains additional information from the requestor as needed. After review, assigns them to the Procurement staff, including to self for necessary action. Assigns the distribution of purchase requests among the team to ensure fair distribution of workload among the team. Provides guidance and direction to the procurement team and answers all queries on the type of action to be taken, pertaining to regulations and any other technical issues they may encounter. Determines action to be taken by reviewing the required sources according to FAR/DOSAR regulations. Estimates costs and requests bids by phone, correspondence, published price lists and catalogs, GSA or advertisements. Negotiates most favorable price with vendors and determines procurement method according to FAR/DOSAR regulations. Maintains source literature (catalog library) and files. Ensures that all procurement actions are performed in the most expeditious manner, utilizing the proper procurement method (purchase order, purchase card, blanket purchase agreement, etc.) under the guidelines provided by Federal Acquisition Regulation, DOSAR, Standard Operating Procedures, and other pertinent regulations. Maintains regular contact with requesting office on status of procurement request. Follows-up on regular basis with vendors to determine status orders placed. Assists FMO to resolve payment issues, unliquidated obligations, Ariba funding queries and acts as the POC for other Procurement and Finance issues. American employees including processing of incoming and outgoing personnel. Supervision of subordinates is generally a component of these positions.</p>
<p>REQUIREMENTS</p>	<p><u>EXPERIENCE:</u> At least four years of progressively responsible experience in the Procurement and Contracting field.</p> <p><u>EDUCATION:</u> A minimum of a bachelor’s degree in Procurement, Supply Chain Management, Logistics, Business Management, or Business Studies is required.</p>

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