



TIPS ON HOW TO APPLY FOR U.S. EMBASSY JOBS

1. Carefully read the vacancy announcement, paying particular attention to qualification/eligibility requirements.
2. Make sure you meet all qualification/eligibility requirements on the vacancy announcement. Only eligible/qualified candidates are considered.
3. Make sure each qualification/eligibility requirement is addressed on your application (Form DS-174), with specific and comprehensive information/documents supporting that you are legally eligible to reside and/or work in Cameroon.
 - a) Check the appropriate answer under section 13 of the DS-174. If you check “yes” attach relevant documents supporting that you are legally eligible to reside and/or work in Cameroon.
 - b) If a degree in a specific discipline is required, make sure you provide relevant information in the appropriate box under section 18 of the DS-174. If you don’t have the specific degree required, make sure you provide details (Major subjects) to justify how your degree is in a discipline related to the degree required on the Vacancy Announcement.
 - c) Under the ‘Work Experience’ portion of the DS-174, make sure you provide all start and end dates (month/day/year). Also make sure you describe your major duties, responsibilities, and accomplishments in each job.
4. Make sure you submit your application to the Human Resources Office, P.O. Box 817, Yaounde, Cameroon OR via Email at ydeapplicants@state.gov (Please, indicate the title of the position on the “subject:” line, and attach “WORD” or “PDF” files only).
5. We can only accept applications for current vacancies. We cannot accept/keep applications for future vacancies. If you wish to be considered for multiple vacancies, you must apply for each separately.

For additional information related to job applications, please contact the Human Resources Office of the U.S. Embassy in Yaounde.

Tel: 2222-01500 Ext: 4236 or 4006

Email: ydeapplicants@state.gov