



PROTOCOL CLERK (PART-TIME)

The U.S. Embassy in Canberra is seeking an individual for the position of Protocol Clerk in the Protocol Office.

Salary: A\$53,666 p.a., pro-rata + superannuation benefits
Hours: 25hrs/week.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

- 1. Completion of secondary school (Year 12 or equivalent) is required.*
- 2. Two years of progressively responsible secretarial and clerical experience is required.*
- 3. Level 4 (Fluent) written and spoken English, and the ability to communicate effectively, is required.*
- 4. Knowledge or exposure to event planning and management is required.*
- 5. Advanced proficiency with Microsoft office suite and complex database systems is required.*
- 6. Demonstrated organizational skills, including a high attention to detail, is required.*

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 by **C.O.B. 25 June 2010**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE:

PROTOCOL CLERK (PART-TIME)

POSITION GRADE LE- 6

**(STARTING SALARY A\$53,666,
PRO-RATA)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Under guidance and direction from the Protocol Assistant, incumbent performs duties associated with the functions of the Protocol Office, including support for event management, social calendar, contacts database, gifts, ceremonial duties, and official correspondence.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Susan Pietsch at (02) 6214 5709.

Major Duties and Responsibilities

A. Event Management

Under the direction of the Protocol Assistant, provides support for entertaining and event management at the official residence of the Ambassador and the DCM. Provides support for event stationary preparation, production and delivery (such as, but not limited to, invitations, place cards, menu cards seating charts, etc); event guest entry and visitor liaison (such as recording RSVPs, guest list reconciliation, recording invitee queries); and event briefings (preparing event run sheets and appropriate briefing materials for Ambassador-hosted events).

B. Social Calendar

Using the Contacts Database, assists log and record all social invitations for review by the Protocol Assistant, for final presentation to the Ambassador (and Chargé). Under direction from the Protocol Assistant, ensures all social invitations are processed in a timely manner, for compilation on receipt and for appropriate RSVP reconciliation (including passing appropriate Ambassadorial invites on to other senior Embassy personnel for possible attendance). On direction, assists the compilation of draft event run sheets, biographical notes and associated briefing materials for social events accepted for attendance by the Ambassador

C. Contacts Database

Undertakes data entry for the Contact Database (Canberra) including updates, revisions, for all individual contact listings, social invitations received, and events hosted by the Ambassador (or Chargé) and the DCM. On direction, prepares analyses of Contacts Database records for the preparation of reports based on event and contact history

D. Gifts and Ceremonial Duties

Works closely with the Protocol Assistant in preparing representational gifts for official purposes, such as ordering gifting items, gift-wrapping items for presentation, distributing / mail-out of gifts, preparing draft gift thank you notes (as directed) and liaising for arrangements for ceremonial duties performed by the Ambassador and the DCM, such as wreath laying, condolence book signings and diplomatic courtesies. On direction, assists with processing and accurately recording all official gratuities received by the Ambassador (or Chargé) in the Contacts Database in a timely manner.

E. Protocol Office Administration

Assists with the drafting of official correspondence such as condolence letters and thank you notes for the Ambassador and senior staff members. Under guidance from the Protocol Assistant, helps maintain adequate supplies of official event stationery, assists preparations for mailing holiday and seasonal courtesies for the Ambassador and maintains a list of holiday cards / gratuities received by the Ambassador (or Chargé) in the Contacts Database. Assists with the collation of materials for input to the official Ambassadorial "Scrapbook" that includes all of the Ambassador's press clippings and other important keepsakes.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12 or equivalent) is required.
2. Two years of progressively responsible secretarial and clerical experience is required.
3. Level 4 (Fluent) written and spoken English, and the ability to communicate effectively, is required.
4. Knowledge or exposure to event planning and management is required.
5. Advanced proficiency with Microsoft office suite and complex database systems is required.
6. Demonstrated organizational skills, including a high attention to detail, is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed 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.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612;
plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. 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 TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

THE DEADLINE FOR APPLICATIONS IS C.O.B. JUNE 25, 2010

The U.S. Mission in Australia 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.