



# EMPLOYMENT OPPORTUNITY

U.S. MISSION TIRANA, ALBANIA

Vacancy Announcement Number: **2016-08/A**

## Training LEVEL

- OPEN TO:** All Interested Candidates
- POSITION TITLE:** Legal Assistant, (FSN-1905-9), FP-05\* (step 1 through 4)
- SALARY:** Not-Ordinary Resident (NOR): \* FP pay scale to be confirmed by Washington  
Ordinary Resident (OR): Starting grade to be determined based on the qualifications of the candidate
- OPENING DATE:** February 29, 2016  
**CLOSING DATE:** March 14, 2016
- WORK HOURS:** Full-Time, 40 hours/week
- LENGTH OF HIRE:** **This is NOT a permanent position.** The Embassy Overseas Prosecutorial Development Assistant and Training (OPDAT) Office is seeking candidate to **temporarily** replace an employee in absence. The temporary appointment will be for a minimum of 6 months from the date of hire and not to exceed one year, depending on the needs of the service. **This position will be filled last week of April or first week of May 2016.**
- IMPORTANT NOTE:** All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

### **BASIC FUNCTION OF POSITION**

The incumbent will assist the two Resident Legal Advisors (RLAs) in all aspects of the program, with primary duties including assisting in running a program of advanced legal education training, conferences and legislative reform, organizing and putting on such training and conferences, monitoring relevant developments in the press and within Albanian Governmental and Non-Governmental institutions, providing written and oral translation in Albanian and English, and handling office administration.

### **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** University Degree in Law from an Albanian or foreign university, and must have completed a level of post-graduate studies in Albania or abroad.
2. **EXPERIENCE:** Minimum of 1 (two) years' experience in practicing law; preparing, reviewing and interpreting legal documents or draft legislation; and/or organizing and planning training programs and conferences is required. OR, bachelor's degree in law and a minimum of 2 (four) years of experience in practicing law; preparing, reviewing and interpreting legal documents or draft legislation; and/or organizing and planning training programs and conferences is required.

3. **LANGUAGE:** Level IV (Fluent) in both written and spoken English is required. Level V (native speaker) in both written and spoken Albanian is also required.
4. **KNOWLEDGE:** Must have an in-depth knowledge of legal, political, criminal justice vocabulary in both English and Albanian, and must be able to interpret and translate from one language to the other as required; possess a superior understanding of the Albanian legal system and the organizational structure and practices of the criminal justice system, particularly the hierarchy of courts and legislative governmental and law enforcement agencies.
5. **ABILITIES AND SKILLS:** Must be able to conduct complex legal research and write legal memoranda. Must have skills to interact effectively with officials from governmental organizations and private sector. Must be able to maintain strict professional confidentiality. (This will be tested.)
6. **COMPUTER SKILLS:** Familiarity with Microsoft Word, PowerPoint and Excel is required.

**FOR FURTHER INFORMATION:** A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to [TiranaEmployment@state.gov](mailto:TiranaEmployment@state.gov) with identification of vacancy number.

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Selected candidate will be required to undergo both a medical and security clearance prior to employment

**HOW TO APPLY:** Applicants **must submit the following** documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, essays, certificates, awards, etc.)

**IMPORTANT:** Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written

documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

**WHERE TO APPLY:**

U.S. Embassy

Rr: "Elbasanit", No. 103, Tirana, Albania

Attn: Human Resources (HR) Office

E-mail: [TiranaEmployment@state.gov](mailto:TiranaEmployment@state.gov)

Telephone: (355) (4) 2247-285

Fax: (355) (4) 2232-222

*(Faxed and e-mailed applications are also accepted).* **Only applications received in the HR Office before the closing date of this job announcement will be considered, and only short listed candidates will be contacted.**

**EQUAL EMPLOYMENT OPPORTUNITY:** 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A - DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and

- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.