



ADMINISTRATIVE/SECURITY ASSISTANT

This position was recently advertised and previous applicants will need to re-apply

The U.S. Consulate General in Sydney is seeking an individual for the position of Administrative/Security Assistant in the Transportation Security Administration (TSA).

Salary: A\$83,550 p.a. + superannuation benefits

Full-time - Monday to Friday

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

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of secondary school (Year 12) is required.
2. Minimum of four years of general office administration experience including accounting and bookkeeping experience is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. Understanding of U.S. Federal budget and procurement regulations, policies, procedures and practices is required.
5. Computer skills in Windows based programs including word processing, Excel and PowerPoint are required.
6. Excellent organizational skills with the demonstrated ability to initiate and complete tasks with minimal supervision, exercising tact and good judgment at all times, particularly when dealing with official visitors and foreign dignitaries is required.

For the full job description and how to apply please refer to the Employment Opportunities section on our website: <http://canberra.usembassy.gov>

Forward cover letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59th Floor, 19 – 29 Martin Place SYDNEY NSW 2000 **by September 17, 2015**. Or email to: sydneyrecruitment@state.gov

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

Note: *Only short listed applicants will be contacted.*

POSITION TITLE: ADMINISTRATIVE/SECURITY ASSISTANT	POSITION GRADE LE- 9 (STARTING SALARY A\$83,550)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Administrative/Security Assistant based in Sydney performs a multitude of functions and serves as the Program Analyst/Operations Officer responsible for the full range of programmatic, budgetary and administrative activities that provide the infrastructure necessary to accomplish the regional mission of the TSA Representative. Duties and responsibilities include, but are not limited to, analytical and operational duties; maintaining current situational awareness and working knowledge of TSA programs, policies, and regulatory requirements; and maintaining financial and logistical readiness, including the full range of programmatic, budgetary and administrative activities. Incumbent performs assignments on own initiative and in accordance with individual judgment, particularly during lengthy absences of the TSA Representative.

Major Duties and Responsibilities

- Periodically represent TSAR at meetings and daily activities with host Government Officials; Develop and maintain operational relationships and coordination with senior officials and relevant operational contacts in each of the countries covered by the TSA Sydney Office AOR to ensure effective implementation of transportation security procedures, technologies, and policies.
- Project, analyze and administer the potential effects of budgetary actions on regional program viability and the attachment of world-wide program objectives. Maintain, control and project office budgets, submit budget reports to TSA Headquarters and other budget reports as necessary. Work closely with Embassy regarding budget, ICASS, housing, travel and other administrative issues.
- Organize, plan, and administer official travel for visiting US and Foreign dignitaries, Senior Department of Homeland Security and TSA leadership, to include meetings and conferences.
- Manage and coordinate with the Federal Air Marshal Service (FAMS), Mission Operation Center, to ensure timely and accurate Government-to-Government notification of routine FAMS missions is accomplished throughout the region; Coordinate TSA security assessments of foreign airports in the TSA Sydney Office AOR, and compliance inspections of both U.S. and foreign air carriers that provide

passenger and/or cargo service from foreign airports within the AOR to the United States, as well as other affected industry entities.

- Handle logistic for Representative's extensive travel schedule as well as for incoming TSA and DHS visitors
- Draft and approve Country Clearance Cables, administrative memos and other office correspondence. Maintain office filing system, associated documents and records management; answer phones; review and distribute mail; and carry out other duties as required. Procure office equipment and office supplies, and maintain inventory. In addition, manage overall administrative quality control and assurance program for the TSA Sydney Office.

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) is required.
2. Minimum of four years of general office administration experience including accounting and bookkeeping experience is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. Understanding of U.S. Federal budget and procurement regulations, policies, procedures and practices is required.
5. Computer skills in Windows based programs including word processing, Excel and PowerPoint are required.
6. Excellent organizational skills with the demonstrated ability to initiate and complete tasks with minimal supervision, exercising tact and good judgment at all times, particularly when dealing with official visitors and foreign dignitaries is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS 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.

ELIGIBILITY REQUIREMENTS

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.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a

conditional preference in hiring with their application. Any U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Consulate General Sydney
MLC Centre
59th Floor, 19 – 29 Martin Place
SYDNEY NSW 2000

OR email to: sydrecruitment@state.gov

THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 17, 2015

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.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References