

**EMBASSY OF THE UNITED STATES OF AMERICA
BANDAR SERI BEGAWAN**

Announcement Number: 04-2013

OPEN TO: All Interested Candidates

POSITION: Special Project Coordinator, FSN-6

OPENING DATE: March 5, 2013

CLOSING DATE: March 20, 2013

WORK HOURS: Part time, intermittent up to 40 hours per week

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bandar Seri Begawan is seeking 10 dynamic, detailed oriented individuals for the part-time, intermittent Special Project Coordinator position.

BASIC FUNCTION OF POSITION

The incumbents will be placed on a register and based on their clearance status, availability, background and qualifications will perform a variety of tasks on an as needed basis in support of ASEAN 2013, for any Embassy section, as assigned by the Human Resources Assistant. Tasks range from administrative support to assisting in organizing VIP visits.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 238-4616 extension 2133.

QUALIFICATIONS REQUIRED

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

1. Completion of high school diploma is required
2. Minimum one year of administrative/clerical experience is required.

3. Good working knowledge in spoken and written English is required.
4. Strong computer knowledge and ability to use various programs and databases is required.
5. Good interpersonal and communication skills are required.

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 security clearance based on their eligibility.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

**Human Resources Office
Embassy of the United States of America
Attention: Human Resources Department
P.O. Box 2991
Bandar Seri Begawan BS8675**

OR

**Human Resources Office
Embassy of the United States of America
Spg. 336-52-16-9
Jalan Kebangsaan BC4115
Negara Brunei Darussalam**

OR email application to BSBHR@state.gov

POINT OF CONTACT

Name: Wong Sui Foon
Telephone: 238-4616 extension 2133

CLOSING DATE FOR THIS POSITION: March 20, 2013