

EMBASSY OF THE UNITED STATES OF AMERICA
RANGOON

ANNOUNCEMENT

VACANCY ANNOUNCEMENT: 10-12B

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant

OPENING DATE: May 18, 2010

CLOSING DATE: June 1, 2010

WORK HOURS: Full-time; 40 hours/week

GRADE LEVEL: Not-Ordinarily Resident (NOR): FP-07
(To be confirmed by Washington)

Ordinarily Resident (OR): FSN-7

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

The U.S. Embassy in Rangoon is seeking an individual for the position of Administrative Assistant in the Political/Economic Section. **Incumbent must have potential to obtain a U.S. Top Secret security clearance.**

BASIC FUNCTION OF POSITION

Serves as an office manager in the Political and Economic section and provides management and secretarial assistance to the Political and Economic Chief. Maintains the section's representational budget, compiles and maintains the section's contact databases, guest list and yearly gratuities list, and coordinates and tracks daily task and demarche requests from the Department. Performs administrative, clerical, filing and yearly retiring of Political/Economic section classified material and responsible for coordinating and tracking annual reports due to Congress and the Department and maintaining T & A for Political/Economic FSOs and FSNs. Performs basic internet research and cable archive searches and provides backup secretarial supporting during front office OMS absences.

QUALIFICATIONS REQUIRED

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

1. College or University Studies are required.
2. Minimum three years of professional work experience is required.
3. Level 4 (Fluent) speaking/reading/writing English.
4. Must have knowledge of the mission organization and must be self-motivated, creative and tactful.
5. Must have basic knowledge of computer skills including Microsoft Word, Excel, and outlook.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. 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 U.S. 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. Please state clearly any relative employed by the U.S. government. A false statement in this regards is cause for disqualification.
7. Selection will be made based on education, experience, and suitability for the job.
8. Eligible age: Between 18 and 60.

Potential applicants will be called for personal interview.

TO APPLY

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

1. Application for U.S. Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612. Please do not attach photo.
2. Please cite above vacancy announcement number.

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. 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

Human Resources Office

U.S. Embassy Rangoon

(Or)

Send by e-mail to HRORangoon@state.gov

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,

- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: JUNE 1, 2010

The U.S. Mission in Rangoon 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.