

# U.S. Mission

## RANGOON

# ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: 16-15T (Training Level)

- OPEN TO:** All Interested Candidates/All Agencies
- POSITION:** Housing Assistant
- OPENING DATE:** February 11, 2016
- CLOSING DATE:** February 25, 2016
- WORK HOURS:** Full-time, 40 hours/week
- GRADE LEVEL:** Ordinarily Resident (OR):  
Starting Salary Range: \$9,695 – 10,663 per year (Grade: FSN-7)
- Not-Ordinarily Resident (NOR):  
Starting Salary: \$35,014 per year (Grade: FP-7)
- OTHER BENEFITS:** **Leave:** 168 hours of annual leave and 104 hours of sick leave per year
- Standard Medical Plan:** Reimbursement for employee and eligible dependents medical expenses  
Annual Maximum: \$3,000 without eligible dependents  
\$6,000 with eligible dependents
- Separation Benefits (Defined Contribution Plan):** Additional 12% of basic salary contributed by U.S. Embassy to a savings account.  
Paid out at time of separation.

**Note:** A complete description of benefits and allowances for Locally Employed Staff is available at this [link](#)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Rangoon is seeking eligible and qualified applicants for the position of Housing Assistant. Applicants who responded to Vacancy Announcement (Vac. 15-76) need not reapply as their applications are still under consideration.

## **BASIC FUNCTION OF THE POSITION**

Supervises all aspects of the Housing office to meet the residential and functional space needs of the mission. Identifies and maintains safe, secure and affordable residential housing and functional space for U.S. Direct Hire personnel and their families, and long-term official visitors. Works closely with Post Occupational Safety and Health Officer (POSHO), Regional Security Office (RSO), local real estate agents, landlords and property management groups, to identify and maintain appropriate residential and functional space. Supports in the negotiation of leases from start-to-finish, ensuring that all required POSHO and RSO upgrades are completed prior to occupancy. Prepares all housing and leasing related correspondence and reports, manages the Real Property Application (RPA) database, drafts and submits Electronic Lease Waiver Requests (ELWRs) to Overseas Buildings Operations (OBO), tracks status of lease waivers, RSO and POSHO certifications. Supervises one Realty Assistant and one Housing Clerk.

## **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:** College/University studies required (completion of two years of college or university or the equivalent coursework spread over more than two years).
2. **EXPERIENCE:** Minimum two years of management and administrative experience, including one year experience in real estate, marketing, or sales force management.
3. **LANGUAGE:** Level 4 (Fluent) Speaking/Reading/Writing English and Burmese language proficiency. English proficiency will be tested.
4. **JOB KNOWLEDGE:** Must have good knowledge of the local real estate market to make viable pricing decisions and must be versed in local real estate laws and regulations of the host country.
5. **SKILLS AND ABILITIES:** Must have good judgment and analytical skills to assess the local real estate market condition and provide advice on leasing opportunities and must be able to provide sound input for complex negotiations and projects.
6. **OTHER SKILLS:** Must have strong negotiation and supervision skills and must have standard knowledge of MS Office applications such as Word, Excel and MS outlook.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at [http://burma.usembassy.gov/job\\_opportunities.html](http://burma.usembassy.gov/job_opportunities.html)

**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.

**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, 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:**

Human Resources Office  
U.S. Embassy  
110 University Avenue  
Kamayut Township, Yangon

Or  
Via e-mail to [HRORangoon@state.gov](mailto:HRORangoon@state.gov)

**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 to 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.