UNITED STATES EMBASSY OTTAWA, CANADA
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5483 FAX: (613) 688-3055

Location: OTTAWA, CANADA

PUBLIC AFFAIRS OFFICE ADMINISTRATIVE CLERK

VACANCY NUMBER: 14-64

Tuesday, June 17, 2014
This Vacancy is **Open**

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk **Grade:** FSN-6; FP-8*

OPENING DATE: Tuesday, June 17, 2014

CLOSING DATE: Tuesday, July 01, 2014

WORK HOURS: Part time; 30 hours per week

SALARY: Ordinarily Resident, FSN-6, $41,431 CAD per annum;
*Not-Ordinarily Resident, FP-8, $36,111 USD per annum.

LENGTH OF HIRE: PSA/FMA

NOTE: ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

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

The U.S. Embassy in OTTAWA is seeking an individual for employment in CANADA for the position of Administrative Clerk in the Public Affairs Office.

BASIC FUNCTION OF POSITION

Serves as the Executive Administrative Clerk to the Minister Counselor for Public Affairs (Country Public Affairs Officer CPAO) and the Office Manager of the 14-person Public Affairs Section in Ottawa. Jobholder will ensure a smooth flow of communications into and out of the Public Affairs Section with other Mission elements including the seven U.S. consulates; with key contacts in Canada; and, with Washington elements. Jobholder will help coordinate and support programming initiatives carried out by the PA section, to include cultural, educational, informational and press activities. Will serve as data records assistant to add, delete and update PA contact records. Jobholder will also serve as the back-up for the Program Coordinator as directed by the CPAO.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each of the six required qualifications detailed below with specific and comprehensive information supporting each item.

1. Education: Minimum of two years of post-secondary school in general studies.

2. Experience: Minimum of three years of progressively responsible work experience in the administrative field to include: experience with Microsoft Office Suite and in a position where organizational skills and written/oral communications skills were required.

3. Language: Level IV (fluent) reading/speaking/writing English.

4. Knowledge: The incumbent should possess an understanding of political, social, cultural, media and educational institutions in the U.S. and Canada. Must have a demonstrated ability to establish priorities, organize a varied workload and develop procedures to ensure successful implementation of work assignments.

5. Skills and Abilities: Detail oriented; organized; self-directed; ability to multi-task; technical familiarity; ability to work in a team environment.

6. Interpersonal Skills: Must possess excellent interpersonal skills.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Preference Candidates should clearly identify themselves in the subject line. It is also essential that candidates address the required qualifications above in the application.

Candidates for employment are normally hired at the first step of the grade of the position. However, HR Ottawa may consider previous salary history in determining a salary level above Step 1. Documentation must be provided to confirm salary rates above Step 1. For USEFMs, an SF-50 personnel action is required.

When a candidate meets all the advertised requirements of the position (e.g. education, prior work experience, language), but has no knowledge of the internal operating procedures of the section or agency, they may be hired at a Developmental Level.

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. Temporary employees do not serve probationary period therefore they are eligible to apply for positions.

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. Candidates must be able to obtain and hold a non-sensitive security clearance for this position and pass a medical examination.

7. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met.

TO APPLY

All applications must include:

1. A cover letter addressing each of the six required qualifications detailed in the job announcement by identifying them and addressing how the applicant meets each of the qualifications.

2. Resumes will not be accepted. It is a requirement that all applicants fill out the DS-174 Universal Application Form which can be found on the website at http://canada.usembassy.gov/about-us/human-resources.html.

3. U.S. Citizen Eligible Family Members (USEFM's) and U.S. Veterans are preference candidates and should identify themselves accordingly on the application. Candidates who claim U.S. Veteran preference must include a copy of their DD-214 (Report of Separation from the Armed Forces of the United States).

4. Any other documentation (e.g. essays, certificates, educational qualifications) that addresses the qualification requirements of the position as listed above.

5. Proof of eligibility to work in Canada (i.e. copy of passport, birth certificate, permanent residency card, etc.)

SUBMIT APPLICATION TO: Human Resources Office
U.S. Embassy
P. O. Box: 866, Station: B
Ottawa ON K1P 5T1

You may also e-mail the Applications to: (ottawahr@state.gov) and Reference Job Announcement number.

POINT OF CONTACT: Lola Maksumova
Phone:(613) 688-5482

DEFINITIONS

I. 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 below) at least 18 years of age; 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 FAM3232.2.

II. EFM: An individual related to a U.S. Government employee in one of the following ways:
- Spouse or same-sex Domestic Partner (as defined in (3 FAM 1610);
- 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, step-children 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 step-parents 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 step-sisters and step-brothers, 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.

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

IV. 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 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.

V. 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 Local Compensation Package (LCP).

CLOSING DATE FOR THIS POSITION: TUESDAY, JULY 01, 2014

The U.S. Mission in Canada 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.

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