UNITED STATES MISSION
VACANCY ANNOUNCEMENT

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

Current Status: **PUBLISHED**

Location: OTTAWA, CANADA

GENERAL SERVICES CLERK
(AMENDED & EXTENDED ANNOUNCEMENT)
VACANCY NUMBER: 11-43R/11-39

Today is Tuesday, September 13, 2011

OPEN TO: All Interested Candidates

POSITION: General Services Clerk **Grade:** FSN-5
*FP-9

OPENING DATE: Wednesday, September 07, 2011

CLOSING DATE: Wednesday, September 14, 2011

WORK HOURS: Full time; 40 hours per week

SALARY: Ordinarily Resident: FSN-5 CDN $38,357
*Not-Ordinarily Resident: FP-9

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 General Services Clerk in the General Services Office.

BASIC FUNCTION OF POSITION

The GSO Clerk sorts and enters data into multiple proprietary applications used by the Department of State and also serves as a member of the supply and warehouse team. Duties include: populating the RPA, Transportation Lite, Driver's License and Vehicle Registration and similar databases and creating receiving reports in ILMS Asset Manager, performing inventories, managing supply requests and being physically present at the warehouse to receive deliveries in the absence of the Supply Supervisor and Supply Clerk.

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 two years College Diploma in Business Administration, Information Technology, or similar customer oriented field is required.
Please submit a copy of the required educational credentials with your application.

2. Experience: Minimum one year experience in data entry and providing successful customer service is required. (Experience may be in retail, office or administrative but must involve dealing with customers/clients).

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

4. Knowledge: Incumbent must have knowledge of operating vehicles and transporting supplies and equipment in a safe manner and possess a working knowledge of Adobe Acrobat Pro and MS Office.

5. Skills and Abilities: Incumbent must have the ability to manage data and enter it rapidly and accurately with a keyboarding speed of 50 wpm or better and possess a valid Class G Drivers License.

6. Interpersonal Skills: Incumbent must possess good judgment and excellent interpersonal skills to communicate and work with customers and employees at all levels.

SELECTION PROCESS

Proficiency in MS Office applications and keyboarding speed will be tested.

When equally 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.

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.

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

Resumes alone will not be accepted. It is a requirement that applicants provide the following:

The Vacancy Number and Position Title that candidates are applying for;

A cover letter addressing each of the six required qualifications detailed in the vacancy announcement by identifying them and addressing how the candidate meets that requirement;

The DS-174 Universal Application Form (UAE); and

Any other documentation (e.g. educational credentials) that is required in the vacancy announcement.

Candidates who are claiming U.S. Veteran preference must provide a copy of their Form DD-214 with their application.

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: Lynn Merry
Phone:(613) 688-5483

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: WEDNESDAY, SEPTEMBER 14, 2011

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.

APPROVAL INFORMATION

Vacancy Number: 11-43R/11-39

Position Number: P52403

Post: OTTAWA

Date: September 13, 2011

Title: General Services Clerk
(Amended & Extended Announcement)

Prepared by:boucherrd

Clearance 1: Mirena Hine, A/GSO

Signatures: _____ Date:_____

Clearance 2: Kemp Long, A/HRO

Signatures: _____ Date:_____

Vacancy Remarks (if any): vice-Doumbia
(Note: Vacancy Remarks will not be published on the announcement)