

Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), U.S. Citizen Members of Household (MOHs), and Local American Citizens with Certified Residency Status

Note: All applicants who are NOT Family Members of a USG employee officially assigned to post and under Chief of Mission authority must have the required **residency permits** (extension permit to stay from the Immigration Bureau), along with an **appropriate visa**, to be eligible for consideration. (Retirement visa is employment prohibited)

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO 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. Currently employed U.S. Citizen EFM's who hold an FMA appointment **are ineligible** to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.
5. Post specific requirement: U.S. Citizen Eligible Family Members must have at least 12 months remaining at post from closing date of vacancy announcement for sensitive positions and 9 months for non-sensitive positions.

TO APPLY:

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

4. Must provide a copy of residency permit along with the application.

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AEFM 2011/35
Management Assistant

OPEN TO: U.S. Citizen Eligible Family Members (AEFMs), U.S. Citizen Members of Household (MOHs) and Ordinarily Resident American Citizens (OR) with certified residency permits and appropriate visa.

POSITION: Management Assistant

OPENING DATE: November 11, 2011

CLOSING DATE: November 24, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-6
Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Management Assistant in its Consulate General Chiang Mai.

BASIC FUNCTIONS REQUIRED:

The position reports to the Management Officer (MO) and was created to directly assist the Management Officer in a capacity similar to that of an entry-level Management Officer. Duties include accurate analysis and reporting, innovative thinking, coordination with the other Consulate offices and contact with local Government and business with low/mid level Thai government officials, as well as local staff who do not speak English. The incumbent is expected to act as the Management Officer during occasional absences.

QUALIFICATIONS REQUIRED:

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

1) University studies. (At least two years of full time post secondary study at college or university). **2)** Three years experience in performing general management duties that include project coordination, working with internal and external clients, and compiling and analyzing data. **3)** Level III – Good working knowledge in English and Level II – Limited knowledge in Thai. **4)** Must have a good working knowledge of Department of State and USG rules and procedures, including but not limited to the Foreign Affairs Manual, FAH, Standardized Regulations and State and Embassy intranet pages to research policies, rules, regulations and laws. **5)** Must have a working knowledge of post's administrative policies and structure. **6)** Thorough knowledge of the Microsoft suite and Internet searching.

ADDITIONAL SELECTION CRITERIA:

PLEASE ALSO SEE GENERAL ELIGIBILITY & QUALIFICATIONS REQUIREMENTS AT THE BEGINNING OF THE EMPLOYMENTS SECTION AND ON THE BULLETIN BOARD IN RHRO OR ON THE EMBASSY WEBSITE.

The candidate must be able to obtain and hold a (Top) Secret security clearance.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: American Unit
American Embassy, 120-122 Wireless Road,
Bangkok 10330, Thailand
Tel: 02-205-4543
Fax: 02-205-4306
E-mail address: bkkrecruitment@state.gov

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: November 24, 2011