

Vacancy Announcement



U.S. Embassy Copenhagen

ANNOUNCEMENT NUMBER: VA 16-03	SUBJECT: Administrative Clerk	January 21, 2016
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OPEN TO: All Interested Candidates/All Sources

POSITION: Administrative Clerk. FSN-6; FP-08

OPENING DATE: January 21, 2016

CLOSING DATE: February 7, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR) DKK 354,871 p.a. full-time (FSN 6)
(Applicant **will** be appointed at a lower training grade FSN-5
DKK 341,577).

Non-Ordinarily Resident (NOR) \$36,837 p.a. full-time (FP 08)
(Salary (grade and step) will be determined by EUR/IO-HR)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. Copies of Work/Residency permits must be included with your application to be considered for the position.

The American Embassy in Copenhagen is seeking an individual to fill the position of Administrative Clerk in the Public Affairs Office, Department of State.

BASIC FUNCTION OF THE POSITION.

Serves as the Grants Officer Representative for all grants for Public Diplomacy programs. Serves as the Office Manager for the Public Affairs Section and works closely with the Management Section to ensure proper support for programs and activities. Serves as the

principal Locally Employed Staff advisor to the Public Affairs Officer and the Public Diplomacy Officer on all financial, budgetary and administrative aspects of post's PD programs.

The administrative clerk manages the PD grants program as point of contact, requests funding, informs about the program, updates the database, and submits final reports. Serves as the Office Manager for the section including drafting memos, letters and cables for final approval, keeps calendars updated, and responsible for filing. Arranges all related travel activities for the section. Prepares and monitors the budget for Public Affairs, handles invoices and purchase orders, and processes various claims for PD staff.

A copy of the complete position description listing all major duties and responsibilities is attached at the end of the Vacancy Announcement.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of secondary school, either High School, Danish Gymnasium or 9th grade plus EUD business certificate or equivalent required.
- 2. Prior Work Experience:** Minimum one year of experience with administrative work, including handling budgets, coordinating events, drafting documents and letters and using Microsoft Office Software (Word, Outlook, Excel and Internet Explorer) required.
- 3. Language Proficiency:** English and Danish Level IV (Fluent) both written and spoken required. (Language proficiency will be tested).
- 4. Job Knowledge:** Considerable knowledge of standard office practices and procedures including familiarity with all standard electronic equipment used in an office environment (such as computers, scanners, printers, photo copiers and telephone systems) is required. A rudimentary understanding of U.S. governmental and political processes, as well as Danish society and key institutions is a prerequisite.
- 5. Skills and Abilities:** Excellent service orientation, interpersonal- and cross-cultural skills. Ability to respond rapidly to requests, to work effectively with American and locally employed staff and to plan, organize and carry out assigned responsibilities using electronic based technologies. Good computer skills and use of MS office incl. Excel, Word, Outlook required.

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

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

1. Current employees serving a probationary period are not eligible to apply.
2. 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.
3. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) 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.

TO APPLY: Interested candidates for this position must submit a cover letter specific for this position and the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

You may leave out Personally identifiable information (PII) to protect your identity when forwarding your application e.g. your social security number.

SUBMIT APPLICATION TO

CopenhagenHRVacancy@state.gov

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please go to our website <http://denmark.usembassy.gov/>

Your e-mail must state the vacancy announcement number and your name in the subject line.

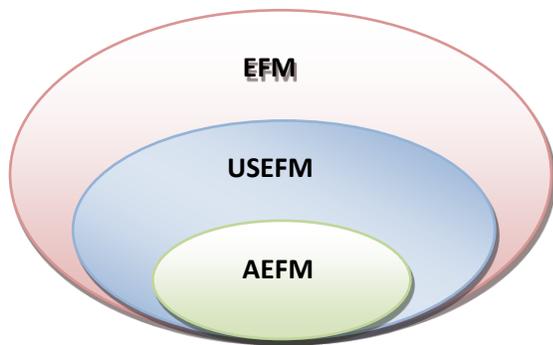
Your application package must be received by the HR Office by the closing date.

CLOSING DATE FOR THIS POSITION: February 7, 2016

The U.S. Mission in Copenhagen 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



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (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, 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.

2. **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.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **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 Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers

- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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Administration and Management of Grants and Cooperative Agreements. 40%
 As the designated Grants Officer Representative (GOR), the Administrative Clerk manages the PD grants program. S/he is the point of contact for persons and organizations requesting funding from the U.S. embassy and advises other offices of the Department of State at post (such as the ESTH office) on grants issues at large.

The Administrative Clerk assesses all requests for funding in cooperation with the PAO/PDO and PAS staff and makes recommendations to American officers with grant warrants (the PAO and PDO) based on the grantee's history, the project's relevance to mission's goals and objectives

and budgetary constraints. S/he obtains all necessary information about the requester and/or the organization and keeps them on file in accordance with State Department regulations.

The Administrative Clerk notifies persons and organizations requesting funding of decisions, negotiates award terms and conditions with grantees and prepares all grant contracts and supporting documentation. S/he monitors the implementation of grants and obtains or writes follow-up program evaluations and financial reports. After completion of the grant term, the Administrative Clerk updates the A/OPE grants database for each grant made and submits reports to the Department of State each fiscal year on post's administration of federal assistance funds.

The Administrative Clerk works with the IRC Assistant to profile grants activity on the embassy's web site and/or social media channels and writes text to be posted on website for appropriate grant programs.

b. Office Support

25%

As the office manager for PAS, the Administrative Clerk serves as the primary liaison with the Management Section concerning any and all service requests. The Administrative Clerk is responsible for PAS files and provides historical reference by keeping procedures for retention, protection and disposal of PAS records. S/he maintains a high level of office efficiency by organizing office operations and procedures, controlling correspondence, designing filing systems and generally making sure that all PAS operations are in compliance with rules and regulations set forth by Mission management.

Additionally, the Administrative Clerk is responsible for 1) drafting, editing, compiling and forwarding memos to and from the Front Office as well as keeping track of all memo correspondence, 2) keeping a PAS calendar updated with all PAS programs and events, 3) helping manage the PAO's and the DPAO's calendar, 4) drafting letters, cables and other correspondence for the approval of the PAO and PDO, and 5) doing translations and transcriptions as needed.

S/he is the POC for all PAS program related travel activities, processes travel authorizations, travel vouchers and other travel related requests and makes travel arrangements, including booking hotels and purchasing airfares for PAS staff and PAS program participants, such as IVLP's and others. The Administrative Clerk is a super-user of the Department's E2 Travel Solutions system.

Another duty of the Administrative Clerk is keeping the Department's Public Diplomacy Bureau's Mission Activity Tracker (MAT) current, including entering events, programs, media interviews, and other PAS accomplishments, and updating entries with results as appropriate.

The Administrative Clerk also serves as the liaison with the protocol assistant in the executive office concerning PAS contacts to be invited to representation events held at the residences of the Ambassador and the Deputy Chief of Mission. S/he has access to the Contacts database

used by the protocol assistant to prepare invitations, and s/he is responsible for updating contact information and entering and deleting PAS contacts from the database as instructed by the PAO and PDO. The Administrative Clerk produces invitations and guest lists from the database as requested by the PAO and PDO.

In consultation with the PAO and PDO the Administrative Clerk requests and budgets for procurement of office furniture and various equipment for PAS, such as books, reference materials and general office supplies for PD activities. S/he takes appropriate action to ensure that all office equipment is in good working order at all times and liaises with other sections such as IT and MGMT when needed, to make sure all equipment and facilities are fully operational and meets the needs of PAS.

The Administrative Clerk is the section's timekeeper and as such is responsible for collecting leave slips and overtime forms and preparing and submitting Time and Attendance (T&A) reports for PAS.

The Administrative Clerk can be called upon to perform other duties related to office management from time to time as assigned.

c. Budget Management 20 %

The Administrative Clerk is responsible for preparing, monitoring, analyzing, tracking and making recommendations on the budget for PAS, including both PD representational- and program funds. S/he prepares the annual PAS budget request, and works closely with the Financial Management Office on allocating funds for grants, travel, staff overtime, subscriptions and major purchases for PAS.

The Administrative Clerk coordinates and strategizes with colleagues in PAS on an ongoing basis to allocate funds for upcoming PD activities and programs and coordinates with the financial management office to ensure that funds are available. S/he advises the PAO and PDO on application of Department of State regulations on expenditures of funds.

The Administrative Clerk, in close cooperation with the PAO, prepares and submits the Public Diplomacy Implementation Plan (PDIP); an annual strategic planning tool to link public diplomacy audiences, programs, and activities with Integrated Country Strategy (ICS) goals and objectives.

d. Program Support 15%

The Administrative Clerk carries out program related administrative management functions such as, but not limited to, PAS support for the Danish-American Fulbright Commission, support for the American corner in Nuuk, Greenland and logistical- and other support for the IVLP, VolVis, U.S. Speakers and other exchange programs.

The Administrative Clerk certifies and forwards invoices to the Financial Management Office, submits purchase orders and processes representation- and local transport claims for all PAS staff.

In connection with VIP visits, conferences, seminars, speaker programs, press briefings and meetings, the Administrative Clerk coordinates between PAS and colleagues in the Management Section on logistics such as hotel reservation, catering, site selection, program set-up and transportation needs etc.