

# Vacancy Announcement



U.S. Embassy Copenhagen

<b>ANNOUNCEMENT NUMBER: 11-10 (T)</b>	<b>SUBJECT: Training Manager</b>	<b>DATE: 06/29/2011</b>
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**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Training Manager FSN 7; FP 7 (Training Level)

**REF:** Announcement Number 11-10 (Full performance level)

**OPENING DATE:** June 29, 2011

**CLOSING DATE:** July 13, 2011

**WORK HOURS:** Full –time; 40 hours/week

**SALARY:** Ordinarily Resident (OR): 382,753.00 DKK p.a. FSN 7, step 1  
Not-Ordinarily Resident (NOR): 39,994.00 US\$ FP 7 step 1  
(Grade and step will be determined by EUR/IO-HR).

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS FOR DENMARK TO BE ELIGIBLE FOR CONSIDERATION. Documents must be attached with your application.**

The American Embassy in Copenhagen is hiring a Training Manager at ODC (Office of Defense Cooperation).

## **BASIC FUNCTION OF THE POSITION.**

Serves as Training Manager for Office of Defense Cooperation (ODC) Denmark. Responsible for coordination of all U.S. provided training given to Danish Defense service members and contract personnel. Conducts current, future, and long-range planning for U.S. training with

and for Danish Defense and seeks opportunities for U.S. forces to train and participate in Danish-led exercises and training. As part of his/her Training Manager duties, he/she will annually produce a comprehensive three-year training plan of U.S. courses and exercises with representatives of U.S. and Danish Defense. Provides translator services for U.S. DoD personnel. As Weapons System Accountability Manager, accountable for all Foreign Military Sales (FMS), Direct Commercial Sales (DCS), and Military Assistance Program (MAP) equipment inventories and the drawdown and disposition of same. Coordinates maintenance and care of ODC's non-tactical vehicles.

***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 Danish gymnasium (or U.S. High School equivalent) required.
- 2. Prior Work Experience:** At least 3 years of progressively responsible experience in general office management required. Experience with a Danish military service or employment with a Danish military organization required.
- 3. Language Proficiency:** Level IV (fluent) English and Danish (speaking/reading/writing) required. **(Language proficiency will be tested)**
- 4. Job Knowledge:** Extensive knowledge of local military, political, economic, and social structures, institution, history and key personalities required.
- 5. Skills and Abilities:** Ability to develop and maintain access to contacts at all levels of U.S. and Danish military establishments. Good organizational skills and basic skills of Windows based software applications and PC hardware 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.
5. Must have the ability to obtain a NATO Secret Level clearance.

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

#### **SUBMIT APPLICATION TO**

Interested applicants must email their complete application package to: [CopenhagenHRVacancy@state.gov](mailto:CopenhagenHRVacancy@state.gov) stating the vacancy announcement number and their name in the subject line.

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://www.state.gov/documents/organization/136408.pdf> .

**POINT OF CONTACT** if you have any questions

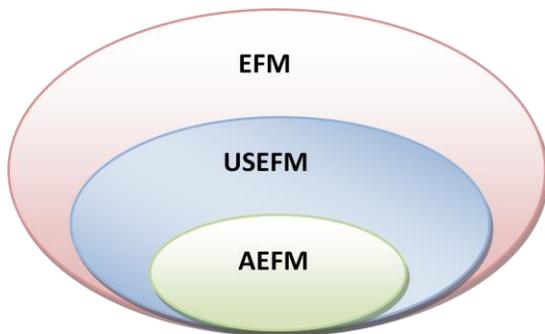
HR Office  
+45 33 41 74 98/97  
CopenhagenHRVacancy@state.gov

## **CLOSING DATE FOR THIS POSITION: July 13, 2011**

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

<b>ANNOUNCEMENT NUMBER: 11-10 (T)</b>	<b>SUBJECT:  Training Manager MAJOR DUTIES AND RESPONSIBILITIES (At full performance level)</b>	<b>DATE: 06/29/2011</b>
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**14. Major Duties and Responsibilities** **% of time**

A. FMS Training Manager **35%**

Responsible for programming, executing, and administering the annual Security Cooperation Training Program valued at approximately \$20M annually, with students attending U.S. supplied courses averaging 225 per year. The position requires daily contact with U.S. and Danish Defense Establishments, Military Personnel and Training Offices, and Army, Navy and Air Force leadership and requirements, policy and training contacts. Specific duties include:

- (1) Preparing cost analyses and out-year programming forecasts
- (2) Review of current and development of future training programs
- (3) Proposal of program alternatives and modifications, including recommended funding allocation between FMS cases to maximize efficiency and efficacy of training programs
- (4) Advises Chief, ODC on the role of training within U.S. Security Cooperation objectives with Denmark, including development and evaluating training programs and priorities
- (5) Resolves major problems arising from conflicting directives, funding, etc.
- (6) Applies detailed knowledge and understanding of Danish Defense, U.S. Security Cooperation program, and U.S. Department of Defense (DoD) training implementing agencies to ensure effective implementation of the ODC Denmark training program
- (7) Plans and programs all Foreign Military Sales training programs
- (8) Coordinates assessment of Danish Ministry of Defense (MoD) and its armed forces training needs based on overall military capability, national and North Atlantic Treaty Organization (NATO) priorities and planned operations
- (9) Annually develops a detailed and comprehensive 3 year training plan with Host Nation (HN) and U.S. agencies, and presented each year through the Training Program Management Review (TPMR) process, which includes, but is not limited to:

- Specific training and courses required to fulfill HN training requirements
- Officer and enlisted leadership, professional, military education and training
- Use of coalition, combined and joint exercises, in-theater and in-continental United States (INCONUS) to meet Danish training requirements
- Complies with all applicable U.S. and Danish guidance and directives

(10) Coordinates with all U.S. military department (MILDEP) training agencies. Remains current in new training exercises, events, courses, and philosophy providing the best advice and service to Host Nation and U.S. DoD.

- (11) Reviews and evaluates training program submissions, supplemental

programs, and refinements, requests for changes, and other related program documents for compliance with overall mission objectives, fund limitations, and personnel assets.

(12) Maintains program and student documentation to include supporting material for issuance of Invitational Training Orders (ITO) such as Medical Screening Certificates, Pre-briefing Certificate, Security Clearance Verification, Leahy vetting, etc. Prepares and issues ITO and distributes to appropriate agencies prior to travel.

**B. Weapons & Weapon Systems Accountability Manager **20%****

Accountable for general tracking of all USG military equipment acquired by Denmark through FMS, DCS, or legacy MAP procurement up to and until Denmark requests subsequent U.S. Government (USG) permission and follows current regulations to sell or transfer to third-party governments (a.k.a. Third Party Transfer), and until the equipment leaves Danish custody.

Supervises USG's Third Party Transfer (TPT) process at ODC. Following receipt from Danish Defense to dispense of war materiel, orchestrates all phases of activity for disposal, demilitarization, change of end use, and/or transfer of military equipment which was procured through either FMS or DCS through USG or US Industry channels. Maintains in-depth contact between ODC & Country Team – U.S. Embassy Copenhagen, other ODC's and embassy staffs, USEUCOM, and any other appropriate offices in Danish Defense, Department of State (DoS), DoD, in order to ensure proper disposition of materiel at no cost to the USG.

**C. Staff Translator and Interpreter **20%****

Provides translator services for U.S. DoD personnel as needed, to include but not limited to: identification and translation of U.S. DoD – Danish Defense and NATO related media from all available open sources and translation of general political, military, economic, and security assistance related materiel as required. Provides a summary of key items of interest both verbally and in written format when requested.

**D. Key Collateral Duties **25%****

(1) Staff File Manager: Maintains historical and active ODC files, ensuring logical/orderly management, storage and disposition of files in accordance with USEUCOM approved file plan and current DoD guidance. Trains new ODC personnel on the ODC file management system. Conducts annual review and update of the ODC file system and reports results to U.S. European Command (USEUCOM).

(2) Vehicle Manager & Dispatch: Serve as the ODC vehicle manager and dispatcher, ensuring proper administration and operation of government vehicles assigned to the ODC in accordance with all EUCOM regulations and directives, including all maintenance management procedures, reporting, and record keeping. Arrange for all scheduled and unscheduled servicing and inspections. Monitor and control all dispatching procedures to include the filling of requests for vehicles, proper licensing, and use of appropriate forms. Maintain historical files tracking vehicle authorizations, usage in miles, fuel types and usage, fuel costs, and maintenance costs.

(3) Other Duties: Performs other duties in support of ODC mission as necessary when directed by the Chief and Program Directors of the ODC.