

# Vacancy Announcement



U.S. Embassy Copenhagen

<b>ANNOUNCEMENT NUMBER: VA 11-18</b>	<b>SUBJECT: Dispatcher (FSN-5, FP9*)</b>	<b>November 2, 2011</b>
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**OPEN TO:** All interested candidates/All sources

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**POSITION:** Dispatcher

**OPENING DATE:** November 2, 2011

**CLOSING DATE:** November 17, 2011

**WORK HOURS:** Full-time 40 hours per week

**SALARY:** **Ordinarily Resident (OR) 341,577.00 full time p.a. FSN 5**  
Appointment may be made one grade below FSN-5 based on the qualifications of the applicant.

**Non-Ordinarily Resident (NOR) \$31,963.00 p.a. FP 9**  
(\*Salary 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 Dispatcher in the Motor Pool of the General Services Office.

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

The position supervises the daily operations of Embassy Motor Pool. Dispatches all official vehicles and assures their regular preventive maintenance. Responsible for inventory, usage, and maintenance records. Ensures all official vehicles and those of eligible diplomatic staff are inspected and registered according to Danish law. Responsible for scheduling leave and training of two drivers. Drives official vehicles as required and provides Motor Pool support for official visits.

***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 required.
- 2. Prior Work Experience:** Minimum three years of professional chauffeur experience required.
- 3. Language Proficiency:** English and Danish level 3/3 (good working knowledge) required. **(Language proficiency will be tested).**
- 4. Job Knowledge:** Good knowledge of Danish traffic regulations, motor vehicle registration and inspection requirements required.
- 5. Skills and Abilities:** Basic computer skills including Word, Excel and Outlook required. A Danish driver's license and experience with driving both manual and automatic passenger cars and small vans 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**

Interested applicants may apply for this position by emailing the application package to: [CopenhagenHRVacancy@state.gov](mailto:CopenhagenHRVacancy@state.gov)

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> .

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

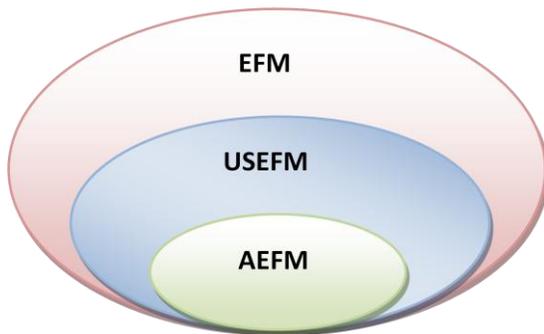
## **CLOSING DATE FOR THIS POSITION: 17 November, 2011**

**Must be received by HR office by COB.**

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

# Vacancy Announcement



U.S. Embassy Copenhagen

<b>ANNOUNCEMENT NUMBER: 11-18</b>	<b>SUBJECT: Dispatcher  MAJOR DUTIES AND RESPONSIBILITIES</b>	<b>DATE: November 2, 2011</b>
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## Major Duties and Responsibilities

Supervises daily operations of embassy Motor Pool, including supervision of drivers. Assures proper maintenance of vehicles and keeps required reports and gathers statistics.

Drives official vehicles for embassy officers on official business, including the Ambassador and Deputy Chief of Mission.

Obtains gas credit cards and auto insurance for government-owned vehicles. Prepares insurance documents and vehicle registration forms. Acts as embassy expert on vehicle taxation, import, registration, and licensing of motor vehicles. Assists in the customs clearance, inspection and registration of personally-owned vehicles of embassy direct hire American employee's plus the purchase of appropriate parking permits. Assists with the local procurement and sales of official vehicles and advises on acquisition of vehicles.

Drives vehicles as required in support of embassy activities, provides dispatch services, and supports VIP visits to Copenhagen.

As supervisor is responsible for assuring drivers' training is up-to-date and complemented by additional training as available. Functions as official time-keeper for the section and coordinates vacation plans and schedules necessary overtime to assure best possible coverage.