

Vacancy Announcement



U.S. Embassy Copenhagen

ANNOUNCEMENT NUMBER: VA 16-14	SUBJECT: Protocol Assistant TEMPORARY	May 26, 2016
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OPEN TO: All Interested Candidates / All Sources

POSITION: Protocol Assistant

OPENING DATE: May 26, 2016

CLOSING DATE: June 3, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-6, 355,000 p.a.

Not-Ordinarily Resident (NOR): FP-8*, USD 36,837 p.a.

*Final grade/step for NORs will be determined by Washington.

EMPLOYMENT LENGTH: This position is temporary and will not exceed one year from hire date.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Copenhagen is seeking eligible and qualified applicants for the position of Protocol Assistant in the Exec Office.

BASIC FUNCTION OF POSITION

Provides Protocol assistance to the Ambassador and the Deputy Chief of Mission. Advises the Exec office on all protocol matters, both Danish and international standards. Liaises with protocol officials in the Danish government, Royal Court and other diplomatic missions in Denmark. Informs the Exec office on items of social interest. Drafts routine official and social correspondence. Assists the Front Office in planning and executing all representational events, including preparing guest lists, sending invitations, receiving and accounting for RSVPs and coordinating with the Residence staff and other Embassy sections as applicable. Is responsible for receiving, advising on and directing all incoming invitations sent to Ambassador and the Deputy Chief of Mission. Maintains Embassy's Contact Database. Serves as an advisor on the ethics of receiving gifts and invitations.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Post secondary school certificate in business administration or equivalent required.
2. **EXPERIENCE:** One year of secretarial or related experience.
3. **LANGUAGE:** Level 4 (Fluent) Speaking/Reading/Writing of English and Danish is required.
4. **JOB KNOWLEDGE:** In-depth knowledge of Danish protocol, etiquette, social mores, political structure affecting protocol, and protocol reference sources.
5. Good knowledge of MS Office and interpersonal skills required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities can be found at the end of this announcement or you may contact the Human Resources Office at: CopenhagenHRVacancy@state.gov

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: Local security certification.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants **must** submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available at the U.S. Embassy Copenhagen internet: <http://denmark.usembassy.gov/about-us/jobs.html> or
2. A current resume or curriculum vitae that provides the same information found on the UAE in the same order, **and**
3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits.), **and**
4. Write a Statement of Interest where you explain why you are applying.

WHERE TO APPLY:

E-mail Address: CopenhagenHRvacancy@state.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 by COB.

**CLOSING DATE FOR THIS POSITION:
June 3, 2016**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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 (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**

- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

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MAJOR DUTIES AND RESPONSIBILITIES

Advises the Ambassador, Deputy Chief of Mission (DCM), and other Embassy sections on protocol matters, both Danish and international standards, such as flag etiquette, receiving lines, order of precedence, dress codes, social observations, etc. Liaises with the Danish government and other diplomatic missions.

In coordination with the Front Office and Management Ethics Officer, recognizes the ethics of accepting gifts and invitations and serves as the official means of returning unauthorized gifts received by the Ambassador.

Prepares circular diplomatic correspondence to the Ministry of Foreign Affairs and maintains an official file of all protocol-related incoming and outgoing Diplomatic Notes (i.e. announcing planned absences of the Ambassador/Chargé d'Affaires (CDA), travel to Greenland, and the official arrival and departure of an Ambassador from post.

Provides translation of incoming correspondence and invitations.

Drafts routine official and social correspondence in coordination with the Front Office staff for Ambassador's and/or DCM's signature, including letters of thanks, condolence or congratulations.

Receives, records, translates, comments, advises on, distributes, accepts or regrets all invitations extended to the Ambassador and the Deputy Chief of Mission. When necessary channels them in writing to other sections for further guidance, briefing memos or representation.

In preparation for Embassy events, is responsible for developing guest lists; drafting/designing and sending invitations, save-the-date and pour memoire; and receiving and accounting for RSVPs. Provides seating charts, place and menu cards, and determines order of precedence for all events.

Ensures representational events are handled in accordance with the Ambassador's/Chargé's wishes. Appears prior to and during the early stages of the event to assist, as needed, in identifying key guests and ensuring all guests are welcomed and have signed the guest book.

Maintains sufficient inventory of official stationery, invitation cards, place cards, menu cards, etc.

Coordinates meeting and courtesy calls by high level government officials, Ambassadors and VIPs according to protocol guidelines. Coordinates with other sections on VIP visits and U.S. government delegations.

Reviews local newspapers for items of social interest (marriages, births, deaths and change of social/business status of well-known Danish personalities, politicians or business leaders.) Clips articles and/or advises Front Office of events to determine if action is required.

Is responsible for monitoring and supervising the Embassy Contact Database (ECD). Regularly updates contact details, adds new contacts, deletes old contacts, insures accuracy of forms of address, and uploads photos of all contacts, if available, etc. Records all gifts, incoming invitations and official events in the database. Trains designated Embassy personnel in maintenance and use of the ECD.

As necessary, drafts decision and briefing memos, researches talking points and biographic information on events requiring Ambassador's participation.

In liaison with other sections prepares guest list and provides support necessary in connection with Independence Day celebrations.

Provides guidance on procedures for departure and arrival of new Ambassador, including liaising with the Danish Government, Ministry of Foreign Affairs and the Royal Court.

Other duties as required by the supervisor.