

VACANCY ANNOUNCEMENT



Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

TO: All U.S. Citizen EFM's Only **DATE: September 11, 2012**
SUBJECT: Community Liaison Office **NUMBER: V-2012-006**
Coordinator (part-time/job-share) –
Readvertisement

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All Agencies (See definitions)

POSITION: Community Liaison Office Coordinator FP-05*
This is a sensitive position requiring a Top-Secret security clearance.

OPENING DATE: September 11, 2012

CLOSING DATE: September 25, 2012

WORK HOURS: 32 hours per week

SALARY: FP-05, Not-Ordinarily Resident: \$42,948.00** gross p.a. (salary to be prorated for part-time)

* Actual grade and salary will be based on the qualifications of the applicant.

** Overseas Comparability Pay will apply.

The U.S. Embassy in Paris seeks a part-time Co-Community Liaison Office (CLO) Coordinator.

Important Notes: 1) The selected individual must be available for employment during the summer months of June to September. 2) Only U.S. Citizen Eligible Family Members as defined by 3 FAM 8200 of US Government employees assigned to post under Chief of Mission authority are eligible for consideration.

BASIC FUNCTION OF POSITION:

Under the supervision of the Management Counselor, the incumbent is responsible for developing and managing a program based on community demographics and post-specific needs. The position will provide technical guidance and supervision to the CLO Assistant and Newsletter Editor. The incumbent provides service in the eight areas of CLO responsibility: Welcome and Orientation to include Post Sponsorship Program; Family Member Employment; Education Liaison; Information and Resource Management;

Community Liaison; Security Liaison; Guidance and Referral; and Event Planning. The CLO develops and administers a program plan across these eight areas, which has direct impact on post morale and affects overall work performance, productivity, retention, community spirit, and individual and family well-being in a foreign environment.

A copy of the complete position description is available from the Human Resources Office.

QUALIFICATIONS REQUIRED:

Note: **All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Items 1-5 are all required.**

1. Education:

Completion of secondary school (high school) or equivalency is required.

2. Experience:

Minimum of 5 years in an area involving problem solving for a diverse, complex customer or client population, including advocacy on behalf of others, effectively working with officials at all levels of an organization; as well as interpreting, adapting and applying regulatory or procedural materials is required. At least 6 months experience supervising a staff is required.

3. Languages: (This may be tested)

English (W-R-S), Level-3 – Good Working Knowledge

4. Knowledge: (These may be tested)

Knowledge of pertinent DOS regulations, programs, and policies is required. Must have a general understanding of factors affecting newly-arrived employees and family members adapting to Paris and general resources that are available **or** prior experience which demonstrates the ability to assist newly-arrived personnel in adjusting to a new overseas environment.

5. Abilities & Skills: (These may be tested)

Ability to clearly write and edit materials including reports to the Family Liaison Office such as the Family Member Employment Report and Community Liaison Office (CLO) Activity report, is required.

Ability to give presentations to small and large groups, to include public speaking, is required.

Ability to use computer programs (Word, Excel, Publisher, and Outlook) is required.

Ability to analyze and define long-term goals, determine effective use of resources, and implement programming responsive to community needs is required.

Ability to recognize, evaluate, and manage potential conflicts inherent to serving the needs of a diverse community is required.

Ability to deal with all levels of post management in the identification and resolution of morale issues and implementation of responsive policies is required.

Ability to coordinate with other elements of the Mission to ensure program success is required.

Ability to develop and maintain effective contacts in local business, educational, and service communities is required.

Strong interpersonal skills and an ability to listen and respond to quality of life concerns in a professional and sensitive manner, and to refer to others when appropriate are required.

Selection Process:

When qualified, U.S. Citizen Eligible Family Members (USEFM) and U.S. Citizen Veterans will be given preference. Qualified USEFM applicants who are also U.S. Citizen Veterans will receive the highest preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

Additional Selection Criteria (See Definitions):

1. Applicants must be U.S. citizens.
2. Management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful candidacy.
3. Employees currently on probationary status are not eligible to apply.
4. Currently employed USEFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not-Ordinarily Residents (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.
6. Must be able to obtain a Department of State Top Secret Security Clearance.

To Apply:

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

1. Applicants who claim EFM status must include in the cover letter accompanying their application that they are claiming EFM status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment (DS-174);
3. A current resume or curriculum vitae; plus
4. Candidates who claim U.S. Veteran's preference must provide a copy of their DD-214 with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit application only by Email to:

ParisRecruitment@state.gov

Point of contact:

TEL: 01-43-12-25-74

FAX: 01-43-12-24-36

DEFINITIONS

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; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, 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, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad; and
- 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.

5. 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.

6. **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).

CLOSING DATE FOR THIS POSITION: September 25, 2012 (COB at 5:00 p.m.)

The US Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Drafted: LMercier

Cleared: GWeech-House,

Approved: GWeech-House