

VACANCY ANNOUNCEMENT



Tri-Mission Management

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

TO: All Interested Candidates
SUBJECT: Protocol Assistant

DATE: Sep. 9, 2010
NUMBER: V-2010-032

OPEN TO: All Interested Candidates (See Definitions)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

POSITION: N-00101 - Protocol Assistant, LES-07, FP-07*

OPENING DATE: September 9, 2010

CLOSING DATE: September 23, 2010

WORK HOURS: Full-time: 40 hours/week for AEFMs/NORs
Full-time: 35 hours/week for ORs

SALARY: Not Ordinarily Resident: \$39,994.00 gross p.a.
Ordinarily Resident: €33,947.00 gross p.a.

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

The Protocol section of the U.S. Embassy in Paris seeks a Protocol Assistant.

BASIC FUNCTION OF POSITION:

Under the supervision of the Protocol Manager, the incumbent provides protocol assistance to the Ambassador and Deputy Chief of Mission (DCM) and their spouses. Major duties and responsibilities include:

- Prepare guest lists and issue invitations for representational events, track answers and follow through to confirm attendance.
- Develop and maintain contact information in the Contact database to include members of the diplomatic corps and international organizations.
- Maintain both computer and hard copy records of invitations, acceptances, and

attendance for all representational events.

- Coordinate the Embassy's responses to all invitations and related correspondence sent to the Ambassador and the DCM; works with the Ambassador's and DCM's Office Managers, as well as the Ambassador's Staff Assistant, to ensure that all invitations receive prompt, professional responses.
- Update the annual 4th of July reception guest list, using the Contacts database contact software.
- Assist the Protocol Manager in preparing seating arrangements and place cards, and greet guests arriving at representational events, introducing them to senior Embassy staff and their spouses.
- Schedule appointments with French officials. Send congratulatory and condolence messages as necessary. Translate incoming and outgoing correspondence, and review all speeches and remarks prepared for the Ambassador or DCM.
- Act as the Protocol Manager, in her absence.

QUALIFICATIONS REQUIRED:

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

Education:

University degree (French "Licence") is required.

Prior Work Experience:

Two years of professional office experience working with the public is required.

Language proficiency:

English (W-S), Level -4 – Fluency is required.

French (W-S), Level -4 – Fluency is required.

Knowledge:

Comprehensive knowledge of French governmental structure and hierarchy, French etiquette and social practices is required. Must be also knowledgeable about non-governmental organizations and prominent individuals.

Skills and abilities:

High level interpersonal skills are required. Strong computer skills, including Microsoft Outlook, Word and Excel are required. Ability to quickly master the Contact database system.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA (See Definitions):

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a “When Actually Employed” (WAE) work schedule.

TO APPLY:

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

1. Application for U.S. Federal Employment: Form DS-0174 (hard copies available with HR) and form available on the employment page of the Embassy Internet site, or
2. A current resume or curriculum vitae in English that provides the same information as a DS-0174 form; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Evidence of authorization to work in France:

- For a dual national, copy of the European identity card (if not an EFM).
- For a non-French citizen, copy of the carte de séjour with a valid work permit.

SUBMIT APPLICATION TO:

Embassy of the USA
Human Resources Office
Attn: Genevieve Bayle or Jérôme De La Matter
2 Avenue Gabriel
75382 Paris Cedex 08

POINT OF CONTACT:

TEL: 01-43-12-25-74
FAX: 01-43-12-24-36 or 01-43-12-26-52
EMAIL: bayleGB@state.gov or DeLaMaterJE@state.gov

DEFINITIONS:

1. Appointment Eligible Family Member (AEFM): An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:

- (1) U.S. citizen; and
- (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission; and
- (4) Residing at the sponsoring employee's post of assignment abroad; and
- (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFM for purposes of 3 FAM 8200.

2. Eligible Family Members:

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term "*children*" shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship (*at least until age 18*), or *comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian or *custodial party*;
- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
- (4) Spouse.

3. Member of household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission. An MOH is:

- (1) Not an EFM; and

- (2) Not on the travel orders of the sponsoring employee; and
- (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

4. Ordinarily resident (OR): A foreign national or U.S. citizen who:

- (1) Is locally resident; and
- (2) Has legal, permanent resident status within the host country; and
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

5. Not Ordinarily Resident (NOR): An individual who:

- (1) Is not a citizen of the host country; and
- (2) Does not ordinarily reside (see definition of "ordinarily resident" below) in the host country; and
- (3) Is not subject to host-country employment and tax laws; and
- (4) Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan.

CLOSING DATE FOR THIS POSITION: September 23, 2010 (COB, at 5:00 p.m.)

The US Mission in Paris 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.

