VACANCY ANNOUNCEMENT

Tri-Mission Management

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

TO: **All Interested Candidates** **DATE:** April 5, 2012
SUBJECT: **Travel Assistant** **NUMBER:** V-2012- 010

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

POSITION: PC-5005 – Travel Assistant, FSN-07, FP-07*

OPENING DATE: April 5, 2012

CLOSING DATE: April 19, 2012

WORK HOURS: Full-time: 40 hours/week for Not Ordinarily Resident
Full-time: 35 hours/week for Ordinarily Resident:

SALARY: Not Ordinarily Resident: $34,324.00 gross p.a. (starting salary)**
Ordinarily Resident: €33.947,00 gross p.a. (starting salary)

* Actual grade and salary will be based on the qualifications of the applicant
** Overseas Comparability Pay will apply if an FMA appointment.

The Visitor Support Unit (VSU) at the U.S. Embassy in Paris seeks a Travel Assistant.

BASIC FUNCTION OF POSITION:

The incumbent provides administrative support to the VSU, particularly keeping visits statistics for over 10,000 official visitors per year. The incumbent is also responsible for arranging logistics for official visitors, including arranging rental of equipment and vehicles, maintaining the Visits Logistic database, making hotel reservations, organizing control rooms, and arranging visas for official travels.

A copy of the full 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 1-4 are all required.**

1. Education:
Baccalauréat or high school diploma is required.

2. Prior Work Experience:
A minimum of 2 years administrative work experience involving public contact and responsibility for administrative and statistical reports is required.

3. Language proficiency: (These may be tested)
English (W-R-S), Level-4 – Fluency is required.
French (W-R-S), Level-4 – Fluency is required.

4. Skills and abilities: (These may be tested)
Must have office computer software skills such as Word, Excel, Outlook, and must be able to use Internet.
Strong interpersonal skills.
Must be able to deal effectively with office contacts and gain cooperation when needed.
Good organizational skills and attention to detail.
Must be able to work under pressure.
Excellent numerical skills in order to produce accurate statistical reports.

Selection Process:
When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Qualified USEFM applicants who are also U.S. Veterans will receive the highest 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. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment: DS-174 (available from the Embassy web site employment

page), or
3. A current resume or curriculum vitae in English that provides the same information as an DS-174; plus
4. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form 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: April 19, 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.

Distribution: All Interested Candidates