



VACANCY ANNOUNCEMENT

U.S. EMBASSY, TBILISI, GEORGIA

No: 01/16

- OPEN TO:** All Interested Candidates / All Sources
- POSITION:** **Correspondence and Records (C&R) Technician, FSN-6; FP-8***
(Full performance grade level for this position is: FSN-6. A training grade level, below FSN-6, may be established depending on the relevant work experience of the applicant.)
- OPENING DATE:** January 21, 2016
- CLOSING DATE:** February 4, 2016
- WORK HOURS:** Full-time, 40 hours/week
- SALARY:** Ordinarily Resident (OR): FSN-6; GEL 38,633 (Gross)
Not-Ordinarily Resident (NOR): FP-8*; USD 31,301
*Final grade/step for NORs will be determined by Washington.

All applicants MUST submit a Universal Application for Employment (form DS-174) for consideration. CV's, resumes or any other form will not be accepted. All documents must be submitted in PDF format. All Ordinarily Resident (OR) applicants (see Appendix A for definition) must have the required work and/or residency permit to be eligible for consideration.

NOTE: Please read the announcement carefully. Only candidates selected for a language test or interview will be contacted. All applicants must indicate the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity in section 17 of the DS-174 application form. This includes brothers, sisters, parents, children, cousins, aunts, uncles, in-laws by marriage – any family connection at all. If there are no family members or relatives, they must clearly state this in their application. Without this information the application will not be considered.

The U.S. Mission in Tbilisi, Georgia is seeking eligible and qualified applicants for the position of Correspondence and Records (C&R) Technician. Candidates selected for full-time, permanent employment will receive a benefit package which includes medical insurance, vacation leave, sick leave and other benefits.

BASIC FUNCTION OF POSITION

The Correspondence and Records (C&R) Technician position is located in the Executive Office of USAID/Caucasus, Tbilisi, Georgia. The primary purpose of this position is to assist the C&R Supervisor in directing and managing the C&R program for the Mission. The incumbent provides a variety of correspondence processing and control, fax and cable receipt and dispatch, files management, reproduction and distribution services for the Mission; shares in managing the records maintenance, storage, retrieval and disposal functions for the Mission; controls and tracks all action documents. The employee will assist the C&R Supervisor in conducting C&R Management workshops.

S/he serves as a Contracting Officer's Technical Representative (COTR) for the copy machine contract; manages the maintenance of the Mission's photocopier and FAX machines, photo camera, laminators, Power Point projectors and assorted audio/visual equipment. The incumbent is also responsible in providing customer service support to American and Local employees distributes incoming personal and official mail and coordinates with ICASS Mailroom Supervisor and Clerks on delivery methods to/from the USAID office annex building.

QUALIFICATIONS REQUIRED

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

- 1. EDUCATION:** A University Degree in liberal arts, humanities or social science is required.
- 2. EXPERIENCE:** Two-three years of administrative experience in customer service or professional environment is required.
- 3. LANGUAGE:** Level 3 (Good Working Knowledge) Speaking/Reading/Writing of English is required. (This will be tested.) Level 4 (Fluent) Speaking/Reading/Writing of Georgian is required. (This may be tested).
- 4. SKILLS AND ABILITIES:** The basic function of the position calls for technical, administrative and procedural abilities in communications and records. Must be able to explain procedures and requirements tactfully to the Mission personnel; must possess a valid local driver's license category B. Ability to lift and move weight up to 70 lbs. (30 kg). Ability to work flexible days/hours. (This will be tested.)
- 5. JOB KNOWLEDGE:** Must be able to understand and interpret routine/complex governmental/organizational regulations. At full performance level must have a good knowledge of the unclassified records maintenance, and regulations and system by which there records are kept.

Demonstrated knowledge of the organization, functions, personnel and practices of the activities to which service is provided. The incumbent should be knowledgeable in the use of personal computers, Microsoft Windows products, such as Word and Excel, fax machine and copy machines. (This will be tested).

SELECTION PROCESS:

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above

in their application. Applicants who include any inaccurate or falsified information in their application materials may be subject to non-consideration or dismissal if employed.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider 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 a local security clearance.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), 2015 version, which is available on our website: <http://georgia.usembassy.gov/about-us/employment-opportunities-tenders2.html>
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, driver's license, etc.). Certifications of required educational degrees are mandatory.
3. All applicants must indicate the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity in section 17 of the DS-174 application form. This includes brothers, sisters, parents, children, cousins, aunts, uncles, in-laws by marriage – any family connection at all. If there are no family members or relatives, they must clearly state this in their application.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

All documents **MUST** be e-mailed in PDF format to HROTbilisi@State.gov. No other formats will be accepted.

Applicants without Internet access may mail hard copy applications to:

U.S. Embassy, Tbilisi
11 George Balanchine St.
Tbilisi, Georgia 0131
ATTN: HR Office

Note:

1. All applications must have the Position Title and Vacancy Announcement Number identified under the paragraph 1 and 3.
2. Please apply on-line using the HROTBilisi@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and Application Requirements for applying to the American Embassy in Tbilisi:
<http://georgia.usembassy.gov/about-us/employment-opportunities-tenders2.html>
3. All applications must be for a specific advertised position. Applications previously submitted for a different position will not be considered for future vacancies.

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 A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined 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. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **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 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 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): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

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.