US Embassy *Tbilisi, Georgia*

Announcement Number 28/15

OPEN TO:	All Interested Candidates
POSITION:	**Program Assistant**; FSN-7; FP-7. (Position Grade for Not Ordinarily Resident FP-7 to be determined by Washington, Position Grade for Ordinarily Resident is FSN-7)
OPENING DATE:	**June 23, 2015**
CLOSING DATE:	**July 7, 2015**
WORK HOURS:	Full-time (40 hours per week)

All documents MUST be submitted in PDF format. All other formats will not be accepted.

NOTE: Please read the announcement carefully. Applicants should indicate the vacancy for which they are applying at the top of CV. Only short listed candidates 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. 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.

The U.S. Embassy Tbilisi is seeking one individual for the position of Program Assistant in the Export Control and Related Border Security (EXBS) Program for Georgia.

BASIC FUNCTION OF POSITION:

The incumbent of this position will meet with host country officials to assist in providing, tracking, and assessing projects, training and equipment. The incumbent also assists with budgetary and other administrative matters, including bookkeeping, cost estimating, shipping, scheduling vehicle maintenance, and with the development of various types of accurate information for inclusion in monthly project status and other reports forwarded by management to Washington, DC. Examples of other duties and responsibilities include providing assistance in organizing training events to be conducted locally and abroad; interpreting for delegations; completing unofficial translations of written communications and acting as liaison between EXBS and host government entities and contractors for assigned projects.

QUALIFICATIONS REQUIRED:

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

- A university degree is required in Public Administration, Management, Economics or the Humanities is required;
- Minimum of three years of progressively responsible experience in an administrative, government, project or financial management environment is required;
- Level IV (Fluent) Speaking/Reading/Writing English is required. This will be tested;
  Level IV (Fluent) Speaking/Reading/Writing Georgian is required. This may be tested.
- Must have knowledge of Microsoft software, including Word, Excel, and PowerPoint. Must have basic knowledge of administrative procedures such as maintaining records and establishing filing systems. Must have the ability to perform simple bookkeeping and record keeping functions. **Must have a valid driver's license category B.**

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. Applicants who include any inaccurate or falsified information in their application materials may be subject to non-consideration or dismissal if employed.

ADDITIONAL SELECTION CRITERIA:

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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed 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.

TO APPLY:

All documentations must be in PDF format. All other formats will not be accepted. Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment DS-174; or
2. A current Resume or Curriculum Vitae that provides the same information as a DS-174; (**please indicate months and years of all employments, form should be in English**);
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their applications;
4. Any other documentation (e.g. essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.
5. 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. 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.

NOTE:

1. All applications must have the Position Number and Position Title identified.
2. You may 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 tips on applying with the American Embassy in Tbilisi:
http://georgia.usembassy.gov/about-us/employment-opportunities-tenders2.html
3. All applications must be for an open/advertised position.
APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.

MAIL APPLICATION TO:

Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 227-77-07

DEFINITIONS:

1. 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 below) 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, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US 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.

3. 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, and 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 US Citizen.

4. 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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

Closing Date for This Position: July 7, 2015

The U.S. Mission in Tbilisi 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 contingent diversity enhancement program.

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.