

VACANCY ANNOUNCEMENT

Announcement Number: 026 14

OPEN TO: *All Interested Applicants*

POSITION: **Human Resources Clerk**
FSN-5, FP-9 (Full Performance)

OPENING DATE: October 10, 2014

CLOSING DATE: **October 24, 2014**

WORK HOURS: Full-time work schedule:
40 hours/week; 80 hours/pay period

SALARY: EFM/MOH/NOR: US \$32,282.00 p.a.
(Starting salary - Position Grade: FP-9/1)

Ordinary Resident (OR): Euro €15,121.00 p.a.
(Starting salary - Position grade: FSN-5/1)

Note: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Mission employees may not apply for vacant position during probationary period.

The U.S. Embassy in Athens is seeking an individual for the position of **Human Resources Clerk** in the **Human Resources Office**.

BASIC FUNCTION OF POSITION

The incumbent provides administrative support to the Human Resources Officer and Human Resources section. Maintains U.S. and locally engaged staff personnel files. Handles local leave issues and injuries in the line of duty claims.

MAJOR DUTIES AND RESPONSIBILITIES

Maintains HRO's calendar, scheduling meetings and appointments. Greets visitors and directs them to other offices and escorts as appropriate. Takes and properly routes all telephone calls. Picks up mail for HR staff and sends all outgoing correspondence. Maintains personnel and chronological files; keeps regulatory and other handbooks up-to-date. Prepares memos, letters and notices as required. Orders supplies for the section. Posts and removes materials from HR bulletin boards. Sends out management notices as necessary. Manages receipt and sending of section correspondence and properly records. Prepares the section's time and attendance report biweekly.

QUALIFICATIONS REQUIRED

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- **Education:** Completion of secondary school (six years) **is required.**
- **Experience:** Two years of secretarial experience **are required.**
- **Language:** a) English language - level III (good working knowledge) speak/read/write and
b) Greek language - level III (good working knowledge) speak/read/write **are required.**
- **Knowledge of:** office practices and procedures.
- **Skills and Abilities:** Analytical ability, tact, discretion and objectivity in work-related contacts; good judgment; draft well in English and Greek; advanced computer skills.

Note: *Language proficiency may be tested.*

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications and provide documentation required in the application.

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 U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised position within the first 90 calendar days of their employment.
5. Currently employed NORs hired under 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. The candidate must be able to obtain and hold a security clearance.
7. Greek National employees who have not completed their regular military service are not considered for employment with the American Embassy.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) form (follow the link for the file http://athens.usembassy.gov/job_opportunities.html); **plus**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Candidates may also include a current resume or curriculum vitae.
4. **Any** other documentation (e.g., licenses, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

Failure to do so will result in an incomplete application.

WHERE TO APPLY

You may hand deliver your application to the Reception area of the Embassy **by 5 p.m. on the closing date**, mail or e-mail it at **recruitmentath@state.gov**.

All applicants will be notified in writing of the results of the consideration given their application approximately six to eight weeks after the closing date of the announcement.

SUBMIT APPLICATION TO
Human Resources Office / Recruitment
American Embassy
101 60 Athens

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, 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.

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, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- 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 Chief of Mission (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 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.

EFM's 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: October 24, 2014

The U.S. Mission in Greece 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.

Distribution: All U.S. Mission Personnel

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