

VACANCY ANNOUNCEMENT

Announcement Number: 019 15

OPEN TO: *All Interested Applicants*

POSITION: **Budget Analyst**
FSN-9, FP-5 (Full Performance)
FSN-8, FP-6 (Trainee)

OPENING DATE: July 27, 2015

CLOSING DATE: **August 17, 2015**

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

SALARY: EFM/MOH/NOR: U.S. \$50,544.00 p.a.
(Starting salary - Position Grade: FP-5/1)
EFM/MOH/NOR: U.S. \$45,185.00 p.a.
(Starting salary - Position Grade: FP-6/1)

OR: Euro €24,973.00 p.a.
(Starting salary - Position grade: FSN-9/1)
OR: Euro €22,065.00 p.a.
(Starting salary - Position grade: FSN-8/1)

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 **Budget Analyst** in the **Foreign Commercial Service**.

BASIC FUNCTION OF POSITION

The incumbent performs extensive budget, procurement, systems administration, and other administrative duties for the Commercial Service Greece. Develops and analyzes all aspects of the sections O&A and trade event budgets and verifies expenditures. The incumbent procures commodities and services for the section, develops long term budget planning and forecasts for the office, serves as the section's administrative representative, and maintains and updates personnel files. In addition, serves as the computer network specialist and is responsible for the update of the section's information technology resources including the maintenance and the Commercial Service Greece's LAN and Network systems.

QUALIFICATIONS REQUIRED

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

- **Education:** Bachelor's / University Degree in accounting, finance, business administration, management information systems or other closely related field **is required.**
- **Language:**
 - English language, level IV (fluent) speak/write/read, and
 - Greek language, level IV (fluent) speak/write/read **are required.**
- **Experience:**
 - **FSN-9, FP-5 (Full Performance):** Three years of progressively responsible experience in accounting, finance, office management, management information systems or related finance/administration fields **are required.**
 - **FSN-8, FP-6 (Trainee):** Two years of progressively responsible experience in accounting, finance, office management, management information systems or related finance/administration fields **are required.**
- **Knowledge of:**
 - **FSN-9, FP-5 (Full Performance):** pertinent U.S. and Foreign Commercial Service and U.S. government agency laws, procedures, and regulations relating to budgeting and procurement; local market practices and local suppliers and understand local pricing customs and practices; MS Windows 7, MS Windows Office, Outlook; Network Systems, LAN, Internet, and IT infrastructure systems **are required.**
 - **FSN-8, FP-6 (Trainee):** local market practices and local suppliers and understand local pricing customs and practices; MS Windows 7, MS Windows Office, Outlook; Network Systems, LAN, Internet, and IT infrastructure systems **are required.**

- **Skills and Abilities:**

- well organized and be able to balance multiple tasks efficiently and to complete work in a timely manner,
- able to develop a budget using sound methods of analysis and be able to forecast office budget and expenditures for a period of three years,
- able to define resource requirements and identify cost effective products or services to meet those requirements,
- excellent written and verbal communication skills in both Greek and English,
- ability to respond and follow through with a minimum of supervision.

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. **Any** other documentation (e.g., licenses, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Candidates may also include a current resume or curriculum vitae.

Please note that files/documents submitted as photos will not be considered.

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, mail or e-mail it at recruitmentath@state.gov, **by 5 p.m. on the closing date.**

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
91, Vas. Sophias Avenue
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.

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: August 17, 2015

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