

**VACANCY ANNOUNCEMENT**  
**Announcement Number: 015 13**

**OPEN TO:** *All Interested Applicants*

**POSITION:** **Special Consular Services Assistant**  
**FSN-9, FP-5 (Full performance)**  
**FSN-8, FP-6 (Trainee level)**

**OPENING DATE:** June 11, 2013

**CLOSING DATE:** **June 25, 2013**

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

**SALARY:** EFM/MOH/NOR: US \$50,043.00  
(Starting Salary - Position Grade: FP-5/1)  
EFM/MOH/NOR: US \$44,737.00  
(Starting Salary - Position Grade: FP-6/1)  
  
Ordinary Resident (OR): Euro €24,973.00  
(Starting Salary - Position Grade: FSN-9/1)  
Ordinary Resident (OR): Euro €22,065.00  
(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 **Special Consular Services Assistant** in the **Consular Section**.

## **BASIC FUNCTION OF POSITION**

The incumbent occupies one of the six positions in the Welfare and Protection Unit and must be an expert in protection and welfare matters. He/she is responsible for the full range of protection/welfare services as well as unit supervision in the absence of the Senior Consular Services Specialist. Must be thoroughly familiar with Greek and American Laws, administrative procedures in death and estates, and develop contacts within the bureaucratic structure as well as with other influential persons outside the government. The incumbent is expected to travel for ACS outreach events and possibly on short notice; visiting seriously injured people, morgues as well as receiving and dealing with family members of deceased Americans. Responsible for preparing e-travel requirements for ACS staff.

## **QUALIFICATIONS REQUIRED**

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

a) **Experience FSN-9/1, FP-5/1 (full performance)**: At least three years in work requiring assistance to the public **are required**.

- **Education**: University degree in Psychology, Sociology or Law **is required**.

*Please note that, degree can be substituted with experience, one year of university studies with two years of work experience.*

- **Language**: English and Greek language level IV (fluent) in written, oral communication and reading **are required**.
- **Knowledge of**: Microsoft Office; Extensive familiarity with the host country's legal and administrative systems; Extensive formal and informal contacts with local court, prison and port authorities, regulatory agencies institutions, attorneys, physicians, and police, **are required**.
- **Skills and Abilities**: a) Compassion, sensitivity and sound judgment in dealing with the American public in high stress situations, b) ability to initiate and maintain contacts with the entire spectrum of local officials and professionals, and c) complex drafting ability, both in English and Greek **are required**.

b) **Experience FSN-8/1, FP-6/1 (trainee level)**: Two years in work requiring assistance to the public **are required**.

- **Education**: University degree in Psychology, Sociology or Law **is required**.

*Please note that, degree can be substituted with experience, one year of university studies with two years of work experience.*

- **Language:** English and Greek language level IV (fluent) in written, oral communication and reading **are required.**
- **Knowledge of:** a) Microsoft Office, b) extensive familiarity with the host country's legal and administrative systems, and c) extensive formal and informal contacts with local court, prison and port authorities, regulatory agencies institutions, attorneys, physicians, and police, **are required.**
- **Skills and Abilities:** a) Compassion, sensitivity and sound judgment in dealing with the American public in high stress situations, b) ability to initiate and maintain contacts with the entire spectrum of local officials and professionals, and c) complex drafting ability, both in English and Greek **are required.**

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 (copy attached); **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., 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**, fax (210 720.2197), 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  
American Embassy  
101 60 Athens

### **POINT OF CONTACT**

Aimilia Boka  
Tel: 210 720.2238

## **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, 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: June 25, 2013**

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.