U.S. CONSULATE GENERAL
HAMILTON, BERMUDA
VACANCY ANNOUNCEMENT NUMBER : 16-06

OPEN TO:	Appointment-Eligible Family Members – AEFMs
POSITION:	COMMUNITY LIAISON OFFICE COORDINATOR – FP6-FP8 (FLO makes the grade determination)
OPENING DATE:	June 30, 2016
CLOSING DATE:	July 15, 2016
WORK HOURS:	Part-Time, 16 hours per week
SALARY:	Range from US$15.20 per hour to US$17.58 on a Family Member Appointment (Depends on FLO grade determination)

NOTE: ONLY QUALIFIED U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFMs) (AS DEFINED BELOW) OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO POST UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST AND THE AEFM MUST BE ON THE TRAVEL ORDERS.

The U.S. Consulate General in Hamilton, Bermuda is seeking an individual for the position of Community Liaison Office Coordinator (CLO).

BASIC FUNCTION OF POSITION:

The Community Liaison Office Coordinator serves all USG employees and family members stationed at post. The CLO strives to maintain and improve the morale and quality of life of U.S. Consulate employees and their families by directing and coordinating various programs and services such as: welcome and orientation services including the sponsorship program, education liaison, crisis management services, events planning, guidance and referral, information and resource management, and family member employment. The CLO also edits and produces a monthly newsletter. This position reports directly to the Management Officer. No supervisory responsibilities are assigned unless a CLO Assistant and/or Newsletter Editor positions are established in the Community Liaison Office. The CLO also serves as the consulate's main point of contact with the Department of State's Family Liaison Office (FLO) in Washington.

QUALIFICATIONS REQUIRED:

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

- Completion of secondary school required.
- Level III Speaking/Reading/Writing English required.
- 3 – 5 years of professional work experience
- Experience in the use of the Microsoft computer environment and ability to draft and edit material for correspondence and publication required. Writing sample required.
- Good interpersonal/customer service skills

SELECTION PROCESS:

When equally qualified, U.S. Citizen Veterans will be given preference over AEFMs (U.S. Veterans must provide Form DD-214 with their application to be granted preference). Therefore, it is essential that the candidate address the required qualifications above 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. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants must submit the following to the Human Resources Office by the closing date of this announcement. Applicants must also submit a cover memo highlighting their particular qualifications for this position. The cover memo must relate the applicant's education and experience to the minimum qualifications for this position. Applicants with prior Federal government experience should submit copies of their Notification of Personal Action (SF-50).

1. Optional Application for Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612;
2. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

ADDITIONAL INFORMATION:

*This is a sensitive level FMA position graded at FP-6 level. Candidates for employment are normally hired at the first step, but additional steps may be considered if experience in a similar USG position at a higher pay level can be verified (see definitions on HPR and SQR below). If the selected candidate does not qualify at the full performance level, he/she will enter at a lower grade level and will receive an upgrade after one year. FLO determines the hiring grade. All candidates for employment with the US Consulate General must pass a background check or security investigation. **This position requires a Top-Secret clearance.** Any employment offer with the US Consulate General is contingent upon a candidate's ability to secure the necessary security clearance.

DEFINITIONS:

- **AEFM**: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided she/he meets all of the following criteria:
  -- US Citizen spouse or same-sex domestic partner (as defined in 3 FAM 1610) or unmarried child at least 18 years old and listed on the orders of a direct-hire Foreign, Civil or uniformed service member under COM authority;
  -- Does not receive a USG annuity of pension based on a career in the US Civil, Foreign, or uniform services.
- **Highest Previous Rate (HPR)**
  If you have worked in a government Civil Service or FMA position (for more than 90 days) and have
  established a grade and step salary level, you are eligible to be appointed at your Highest Previous Rate.
- **Superior Qualifications Rate (SQR)**
  This is a request to the hiring agency to consider your private sector work skills and experience to obtain a higher step level in the grade of the government position. The 'outside' skills and experience must be
  relevant to the requirements of this government position.
  Note. HPR and SQR cannot be applied concurrently.

CLOSING DATE FOR THIS POSITION: JULY 15, 2016

The US Consulate General in Hamilton, Bermuda is an Equal Opportunity Employer; candidates will receive consideration without regard to race, religion, sex, national origin, disability, age, or sexual orientation.