



# **RECRUITMENT**

## **U.S. EMBASSY, TEL AVIV**

**ALL CANDIDATES MUST FOLLOW THE INSTRUCTIONS FOR APPLYING AND READ THE "OTHER INFORMATION SECTION" TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION.**  
**ANNOUNCEMENT NUMBER: 11-056**

**OPEN TO:** *ALL INTERESTED CANDIDATES*  
**POSITION TITLE/GRADE:** ADMINISTRATIVE ASSISTANT (SECURITY) ODC – FSN-8/FS-6  
**OPENING DATE:** OCTOBER 12, 2011  
**CLOSING DATE:** NOVEMBER 2, 2011  
**WORK HOURS:** 40 HOUR WORK WEEK

### **BASIC FUNCTION OF POSITION:**

This position is located in the ODC offices based in Herzilya Pituach falls under the American Embassy. The incumbent duties are Administrative Assistant (Security), responsible for assisting the ODC Officer in supervising and managing the FMS Training Program and other Security Assistant functions. Training Coordinator: Responsible for coordinating directly with host nation personnel. Budget and accounting officer: Prepares operational budget for ODC approval and manages day-to-day office operating budget. Property Book Officer: Responsible for the receipt and accountability of all security assistant property. Administrative Assistant: Responsible for all administrative support to the ODC.

### **QUALIFICATION REQUIRED:**

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

- Completion of secondary school mandatory.
- Two to four years of progressively responsible experience in Budget Administrative or other financial work is required. At least one year should include work related to Department of Defense operations; Incumbent must possess knowledge of data collection and evaluation techniques to identify and extract information, identify deviations and prepare justifications. Knowledge and skill in oral and written expression to prepare reports and consult with activity representatives is required. Knowledge of grammar, spelling capitalization and punctuation to type in final form from written materials is also required.
- Excellent knowledge of English (level IV) is required. Good working knowledge is required (level III).
- Good working knowledge of Microsoft Office applications i.e. Word, Powerpoint, Excel, Outlook.

**UNSUCCESSFUL CANDIDATES WILL NOT BE NOTIFIED**

## **SELECTION PROCESS:**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given 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. Current employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.
5. (As required): The candidate must be able to obtain and hold a security clearance.

## **HOW TO APPLY:**

- Submit the Universal Application for Employment DS-174 or a Curriculum Vitae by fax: 972-3-519-7605 or via email: [telavivemp@state.gov](mailto:telavivemp@state.gov) or mail U.S. Embassy, Human Resources Office, 71 Hayarkon St., Tel Aviv, Israel.
- To apply using the [DS-174](#) form you must download the form onto your personal computer and send using one of the methods described above.
- Vacancy number must appear on all applications.
- Applications must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
- Resumes must include: Citizenship, date of birth, fax number, or complete mail address, colleges attended, work experience (include dates of employment, duties, correct address for employer), special skills, language, trade and licenses.
- U.S. citizens must be 18 years of age or hold a high school diploma to be eligible for consideration.
- Israeli citizens must be 18 years of age to be eligible for appointment.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required

for this position. Applicants who fail to meet requirements for the position will be disqualified.

- If college education is a requirement for the position, a transcript is required.

**OTHER INFORMATION:**

- In order for U.S. citizens to be considered for employment, proof must be provided with their application, of their Israeli citizenship, work permit and/or legal status in Israel.
- Former U.S. military members (up to rank of Major) who claim Veteran preference may receive preference if found qualified for the position. Copy of DD-214 must be provided.
- Eligible Family Members of USG direct hire employees receive preference if found to be among the best qualified.
- Candidates are subject to testing for language, computer or other position related skills.

**POINT OF CONTACT:**

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***U.S. Embassy, Tel Aviv, Israel***

***Human Resources Assistant***

Recruitment Program

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**DEFINITIONS:**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--- US citizen;

--- Spouse or dependent who is at least age 18;

--- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--- Does not receive \ USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Israel 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.