



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: 12-012

OPEN TO: **U.S. EMBASSY EMPLOYEES ONLY**
POSITION TITLE/GRADE: Visa Assistant – FSN-6/7
OPENING DATE: February 22, 2012
CLOSING DATE: March 7, 2012
WORK HOURS: Full Time Position (40 hours per week)
Monday to Friday

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION:

This position is located in the Visa Section of the U.S. Embassy in Tel Aviv. Incumbent is responsible for processing nonimmigrant visa cases. Pre-screens visa applications and documents, verifies biographic data, ensures that applicants have completed all required forms, prints visas, makes electronic verification of all forms, serves as interpreter for Consular Officer during visa interviews, furnishes NIV information in person and on the telephone to applicants, travel agents and government offices according to visa laws and regulations.

QUALIFICATIONS REQUIRED:

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

- Completion of high school.
- Two to three years experience in an administrative, government services, or para-professional position.
- Must have excellent oral and written communication skills to transmit information with tact and diplomacy.
- Fluency in English, Hebrew (Level IV).
- Good working knowledge of Microsoft Office i.e. Word, Excel.
- Ability to type at least 40 w.p.m. in English.

UNSUCCESSFUL CANDIDATES WILL NOT BE NOTIFIED

HOW TO APPLY:

- Submit the Application for Employment [DS-174](#) or a Curriculum Vitae by fax: 972-3-519-7605 or via email telavivemp@state.gov or by mail U.S. Embassy, Human Resources Office, 71 Hayarkon St., Tel Aviv, Israel
- To apply using the OF-612 form you must download the form onto your personal computer and file 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.
- Candidates who do not meet qualifications at the full performance level, maybe considered for appointment at a lower grade.
- If college education is a requirement for the position, a transcript is required.

POINT OF CONTACT:

Jenny Zer
Human Resources Management
U.S. Embassy, Tel Aviv, Israel
Recruitment Program
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telavivemp@state.gov
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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.
- The U.S. Government is an Equal Employment Opportunity Employer. All qualified applicants receive appropriate consideration without regard to race, color, religion, sex, national origin marital status, age politics, disability, or sexual orientation which do not relate to successful performance of the duties of the position.
- U.S. Mission employees under probationary period are ineligible to apply.
- Issues such as conflict of interest or nepotism are considered in determining the suitability of candidates.
- Candidates are subject to testing for language, computer or other position related skills.