

**ANNOUNCEMENT NUMBER: 15-051**

**OPEN TO:** U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMS),  
APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFMS)  
U.S. CITIZEN MEMBERS OF HOUSEHOLD (USMOH)  
**POSITION TITLE/GRADE:** MOVE COORDINATOR/FP-07  
**OPENING DATE:** 06/17/15  
**CLOSING DATE:** 07/01/15  
**WORK HOURS:** FULL-TIME (80 HOURS PAY PERIOD)  
**CLEARANCE:** TOP SECRET

The U.S. Embassy in Tel Aviv, Israel is seeking an individual for the position of **Move Coordinator** in the Facilities Maintenance Office.

**BASIC FUNCTION OF POSITION**

Under the supervision and direction of the Facilities Manager, the incumbent is responsible for managing all daily administrative oversight of the preparations for the move to a new facility. This requires liaising with all appropriate agencies on issues related to the move, and to have direct operational oversight of the move itself. After the move, the incumbent is responsible for operational oversight of any outstanding issues necessary to successfully complete the move and get settled, including decommissioning of government-owned buildings. Serves as the single point of contact with all agencies and sections.

**QUALIFICATIONS REQUIRED:**

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

**Education:** High School Diploma.

**Prior Work Experience:** 2-3 years previous project or administrative experience in a high pace high level of customer service environment.

**Post Entry Training:** Project familiarization meetings with OBO and Management, SHEM standards, COR and POSHO training.

**Language Proficiency:** English level IV (fluent) proficiency is required.

**Knowledge:** Familiarity with U.S. Government regulations and procedures; knowledge of individual space regulations, basic knowledge of construction and/or operations, logistics, packing procedures; intermediate knowledge of scheduling and resource management practices, project management and budgeting is required.

**Skills and Abilities:** Must be able to use computer word processing, spreadsheet and database applications; excellent oral and written communication skills; ability to manage projects effectively and to plan meetings; good interpersonal skills including ability to deal with others under stressful circumstances. Occasional long work hours and/or work outside of the normal workday will be required. Limited time off will be allowed during the period leading up to some move projects.