

**ANNOUNCEMENT NUMBER: 15-053**

**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:** 07/08/15

**CLOSING DATE:** UNTIL FILLED

**WORK HOURS:** PART-TIME (20 HOURS PER WEEK) OR FULL-TIME (40 HOURS PER WEEK)  
OR JOB SHARE (20 HOURS PER WEEK)

**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.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 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 Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.
6. **The candidate must be able to obtain and hold a TOP SECRET security clearance.**

**CLEARED FOR ADVERTISING: HRO – OBCRISS  
FM – STRISTAN**

## 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); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## SUBMIT APPLICATION TO

Human Resources Office  
Attention: Lyndall Leitman  
9700 Tel Aviv Place  
Washington, DC 20521-9700  
OR  
Email to: [leitmanll@state.gov](mailto:leitmanll@state.gov) (preferable)

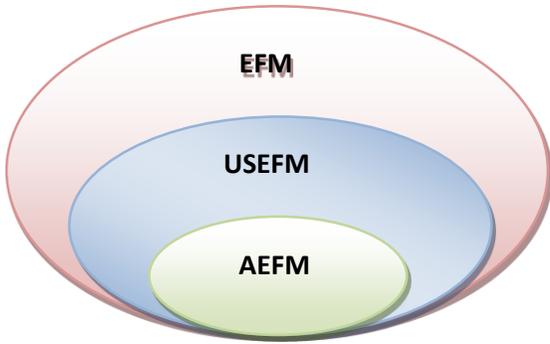
## POINT OF CONTACT

Lyndall Leitman  
Telephone: 972-3-519-7492  
FAX: 972-3-519-7605

The U.S. Mission in Tel Aviv 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.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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 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.

4. **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.

5. **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).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date of Birth (mm-dd-yyyy)
- G. Place of Birth (City, State/Province, Country)
- H. Current Address; Day, Evening, and Cell phone numbers; E-mail Address
- I. U.S. Citizenship Status (*Yes* or *No*) or status as permanent U.S. Resident (*Yes* or *No*; if *yes*, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes* or *No*)
- L. Special Accommodations the Mission needs to provide (*Yes* or *No*; if *yes*, provide explanation)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. Licenses, Skills, Training, Memberships, & Recognition
- S. Language Skills
- T. Work Experience
- U. References