



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT

01/2015

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **OBO (Overseas Buildings Operations) ADMINISTRATIVE CLERK**
OPENING DATE: JANUARY 28, 2015
CLOSING DATE: FEBRUARY 11, 2015
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN 6 (12,961.00 €)

U.S. Embassy Pristina is seeking two qualified individuals for the position of **OBO ADMINISTRATIVE CLERK**.

BASIC FUNCTION OF POSITION - The Administrative Assistant (AA) provides a wide range of administrative assistance to the OBO (Overseas Buildings Operations) Project Director (PD) and other OBO management staff for the New Embassy Compound (NEC) project in Pristina. AA is responsible to the OBO PD for administrative management of OBO's resources and activities, included, but not limited to, financial; financial; procurement and supplies; computer network; shipping and travel; personnel; maintenance management for residential and official furnishings; and office administration and management. AA provides project support; coordinates logistics; assists and administers budget preparation and procurement activities

DUTIES & RESPONSIBILITIES

1- Responsible to assist with budget preparation and provide guidance, suggestions, and advice to the OBO PD and OBO management staff on all office budget matters, including procurement, quotations, cost, and quality assurance. Admin Clerk is responsible for upgrading and updating all office equipment, supplies, and furnishings in order to maintain a superior business standard for the office. Admin Clerk conducts administrative management studies to determine the possible ways and means for effecting efficient and economic administrative operations. Incumbent works as a liaison between OBO and Financial Management Office (FMO) for budget, personnel, and procurement costs. Admin Clerk is also the liaison with Embassy contracting officer for necessary procurement actions. Admin Clerk is responsible to track all budgets, accounts, purchases, credit cards, procurement, and inventory. If authorized, Admin Clerk disburses, maintains, records, and reports petty-cash expenditures. Maintains logs and records of meetings with the host country and municipality building permitting offices for the OBO PD. Responsible to draft official correspondence to the construction contractor, as well as the local government authorities, to support the construction of the new U.S. Embassy as well as coordinate and assist with the preparation of all field office reports made to the Embassy and M/OBO. If incumbent has, or obtains, a security clearance at the Secret level, Admin Clerk will be required to pick up OBO cable traffic from the Embassy and will require access to sensitive and/or classified information, on a need to know basis, as determined by the PD or the Site Security Manager.(50%)

2- Incumbent organizes office computer network, manages system access control and maintains operational protocols. Admin Clerk establishes office file system and ensures system integrity is maintained. Administers requirements for the engineering and other professional education programs for the staff as required, and administers time and attendance reports to the Embassy (25%).

3- Incumbent serves as a personal assistant to the OBO PD and handles all PD's travel, general and congressional correspondence, and provides support information. Handles a broad scope of exceptionally diverse matters related to OBO construction management office support activities. Functions are sometimes considered very complex, such as managing the office computer network, scheduling computer maintenance, creating computer system backups, and managing the secretarial, expeditor and driver work assignments (25 %).

MAJOR DUTIES & RESPONSIBILITIES

REQUIRED QUALIFICATIONS

Education: University studies in accounting, business administration or technically related field.

Prior Work Experience: Minimum of three years of office management work.

Language Proficiency: Level 4 English; Level 4 Albanian or Serbian.

Knowledge: Must have a thorough knowledge of office management functions, service, procedures and standard information sources is desired. Good working knowledge of computer systems and programs used to support secretarial and cost control functions like Microsoft Office Suite (Outlook, Excel, Word, etc.).

Skills and Abilities: The ability to manage staff with tact in office situations and meet and greet visitors. Have the ability to file, research and find supporting data from a variety of sources. Lifting office supplies or equipment 5-10 pounds. Demonstrated skills in the use of computer word processing, bookkeeping software and other office equipment, as well as the ability to assist in the management of the office computer network. Incumbent must be skilled in managing an office budget.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget 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 (EPR) are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position should submit the following:

1. U.S. Embassy Pristina Application for Employment
2. A current resume or Curriculum Vitae.
3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of Kosovo ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver them to:
Human Resources Office,
U.S. Embassy Pristina, Kosovo

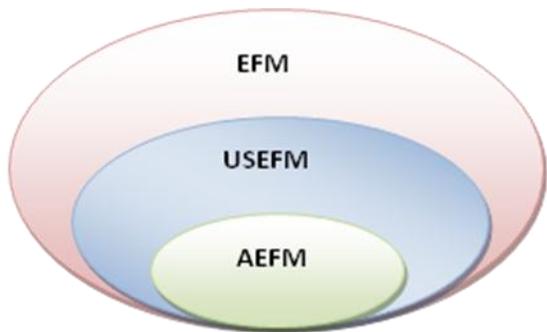
The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve 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.

CLOSING DATE FOR THIS POSITION:

FEBRUARY 11, 2015 - BY CLOSE OF BUSINESS

DEFINITIONS



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

1. **Eligible Family Member (EFM)**: An individual related to a US 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. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US Citizen.

5. **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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US 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.

EFM's without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).