



U.S. Embassy Vilnius  
Human Resources Office

Employment Opportunity  
Announcement number: 09/2010

The U.S. Embassy is accepting applications for a temporary position of

**PAO Clerk, FSN-6**

**Open to:** All interested candidates

**Opening Date:** May 21, 2010

**Closing Date:** June 3, 2010

**Work Hours:** Full-time (40 hours/week)

**Length of hire:** This is a temporary appointment for approximately 6 months with a possibility to be extended. Applicant hired for this temporary position should not expect to be hired into permanent embassy position when his/her limited-duration contract expires.

**Salary:** \* **Not-Ordinarily Resident:** FP-8  
(Final position grade and salary to be confirmed by Washington based on applicant's qualifications and prior work experience)  
\* **Ordinarily Resident:** FSN-6

**NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.**

**Basic Function of Position:**

Serves as the Public Affairs Section (PAS) Office Management Specialist (OMS). Performs secretarial and receptionist support to PAS. Prepares time and attendance reports, makes travel arrangements for PAS staff, prepares travel and representation vouchers for Public Affairs Officer (PAO) and Assistant Public Affairs Officer (APAO). Is the PAS primary liaison with the Embassy's Administrative Section, serving as primary manager for all financial issues related to the operation of PAS and procurement coordinator. Serves as advisor to PAS on program planning and implementation issues, including coordination within the sections to achieve maximum efficiency. Carries out program-related administrative management functions in support of the complex public diplomacy country program.

*A copy of a complete position description listing all duties and responsibilities is available in the Human Resources Office.*

**Qualifications required:**

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

- BA in administration, humanities, communication, international relations, or related fields.;
- Two years of secretarial and clerical experience;
- Level 4 (fluent) of English and Lithuanian (reading/writing/speaking);
- Must must have strong organizational and office management skills; be able to set priorities and have strong interpersonal skills;
- Must be proficient in MS Office suite and other standard computer software.

**NOTE: Unless you meet all specified requirements you will not be considered.**

**When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses 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. Currently employed US Citizen EFMs who hold an 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.

**To apply:**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Federal Employment OF-612 or resume that provides the same information as an OF-612. Application forms may be obtained at the Embassy's guard entrance, which is located on Akmenu 6, Vilnius or downloaded at <http://vilnius.usembassy.gov/root/pdfs/of0612.pdf>
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**Submit application and/or resume to**

Human Resources Office  
U.S. Embassy  
Akmenu 6  
LT-03106 Vilnius

or [HROVilnius@state.gov](mailto:HROVilnius@state.gov)

Only applications received in the Human Resources Office before the closing date of this job notice will be considered and only short-listed candidates will be contacted.

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

## **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 a 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/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 EFMs and EFMs 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.

## **CLOSING DATE FOR THIS POSITION: June 3, 2010**

The US Mission in Vilnius 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.