U.S. Embassy Vilnius

Human Resources Office

Employment Opportunity

Announcement number: 07/2012

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

Administrative Assistant, FSN-7/FP-7*

Open to: All interested candidates

Opening Date: July 3, 2012

Closing Date: July 17, 2012

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

Length of Hire: Approximately 2 years

Salary: * Not-Ordinarily Resident: FP-7 – 39,994 USD p.a.
(Final position grade and salary to be confirmed by Washington based on applicant's qualifications and prior work experience)
* Ordinarily Resident: FSN-7 – 44,894 LT p.a.

All ordinarily resident (OR) applicants must have the required work and/or residency permits to be eligible for consideration.

Basic Function of Position:

Provides various administrative and clerical duties in support of OBO (Overseas Building Operations) office at Embassy locations in Vilnius: prepares weekly reports showing status of office in OBO, highlighting project funds; compiles data for financial plans; monitors consulting firms purchase orders/contracts to insure compliance with the terms of the contracts; receives and reviews procurement requests from the supervisor, determines type of action necessary and identifies the fiscal account to be charged; acts as liaison between OBO and embassy procurement section, makes travel arrangements and hotel reservations; establishes and maintains office administrative operation and reporting procedures.

A copy of a complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact phone: 2665646.

Qualifications required:

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

- **Education:** Two years of college studies in Secretarial Science and Office Management, Business Administration, Accounting, Management or related is required.
- **Language requirements:** Level IV (fluent) speaking/reading/writing of English and Lithuanian.
- **Experience:** Three years of progressively responsible clerical and secretarial work with experience in basic accounting and/or bookkeeping principles.

- **Skills and abilities:** Excellent organizational skills, excellent computer skills, ability to work under pressure; ability to work effectively in a construction environment.

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

Selection process

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. 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 US Citizen EFMs who hold an FMA appointment 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.

To apply:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) that can be downloaded at http://photos.state.gov/libraries/lithuania/331079/pdf/DS-174.pdf

; or

2. 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; or
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); plus
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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.

3A. 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 and Place of Birth
G. Current Address, Day, Evening, and Cell phone numbers
H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
I. U.S. Social Security Number and/or Identification Number
J. Eligibility to work in the country (Yes or No)
K. Special Accommodations the Mission needs to provide
L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
M. Days available to work

N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
O. U.S. Eligible Family Member and Veterans Hiring Preference
P. Education
Q. License, Skills, Training, Membership, & Recognition
R. Language Skills
S. Work Experience
T. References

Submit application to

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

or 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. **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:

    a. 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
    b. 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.

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

CLOSING DATE FOR THIS POSITION: July 17, 2012

The U.S. Mission in Vilnius, Lithuania 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.