



**AMERICAN EMBASSY
SKOPJE**

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 010-10

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All Agencies

POSITION: Administrative Assistant to the DCM, FP-07

OPENING DATE: May 6, 2010

CLOSING DATE: May 20, 2010

WORK HOURS: Full time (Temporary position-NTE 6 months)

SALARY: FP-07, US \$37,351 per annum (based on a full-time rate, working a full 12 months)
Hourly rate: US \$17.89
(Position grade to be confirmed by Washington)

BASIC FUNCTION OF POSITION

The incumbent serves as an Administrative Assistant performing a variety of administrative and office management tasks for the DCM's office. He/she maintains the DCM's official engagement and travel calendar, coordinates the DCM's official travel, ensuring that appropriate appointments are made as requested, and assists in managing the Executive Office. The incumbent also assists the DCM in the accomplishment of mission goals by ensuring an efficient, smooth-running office to include the expeditious handling of paper flow, requests to and from personnel assigned to other sections and agencies, as well as liaise with Protocol Assistant.

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

QUALIFICATIONS REQUIRED

1. At least two years of college is required.
2. One year of administrative experience
3. English Level 4/4 is required.
4. Job Knowledge: Computer experience and knowledge essential. Understanding of Microsoft applications such as Word, Excel, PowerPoint and Email is required.
5. Must have good computer, telephone, and interpersonal skills. Excellent organizational skills are a must for organizing files and maintaining accurate, up-to-date records. Must be highly skilled with Microsoft Office Suite for organizing and maintaining databases and for drafting cables, letters, and other correspondence.

SELECTION CRITERIA

When equally qualified, USEFMs and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Candidates must be able to obtain and hold a Top Secret security clearance to be eligible for consideration.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
5. Currently employed NORs (persons not ordinarily resident in the country of Macedonia) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.

TO APPLY

Interested candidates for this position should submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. 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 TO

Human Resources Office
Attention: Human Resources Officer
American Embassy Skopje,
ul. Samoilova 21, 1000 Skopje, Macedonia; or e-mail to:
ApplicationS@state.gov ; or

FAX: 389-2-3102-499

DEFINITIONS

1. 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,
 - Spouse or unmarried child 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.
2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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 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.

All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: (May 20, 2010)

The US Mission in Skopje 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.