

# EMPLOYMENT OPPORTUNITY

## U.S. MISSION GERMANY

**Number: M 10-15**

**Date: March 19, 2015**

<b>Position Title</b>	<b>Special Consular Services Assistant (Supervisory)</b>
<b>Location</b>	<b>American Consulate General, Munich, Special Consular Services Unit</b>
<b>Open To</b>	<b>All Interested Candidates</b>
<b>Salary and Grade</b>	<p><b>Not Ordinarily Resident:</b></p> <ul style="list-style-type: none"> <li>- US \$ 43,812 per year starting salary</li> <li>Position Grade: FP-05 (steps 1-4)</li> <li>Note: This position may be Overseas Comparability Pay (OCP) eligible</li> </ul> <p><b>Ordinarily Resident:</b></p> <ul style="list-style-type: none"> <li>- € 49,228 per year starting salary (*)</li> <li>Position Grade: FSN-09</li> </ul> <p>(*) Full Performance Level: Candidates may be hired on a developmental level, i.e. one or more pay grades below the full performance level in order to receive training and to acquire knowledge of U.S. Government specific regulations and operating procedures.</p>
<b>Work Hours</b>	<b>Full-Time, 40 hrs./week</b>
<b>Opening Date</b>	<b>March 19, 2015</b>
<b>Closing Date</b>	<b>Until filled</b>
<b>Security Requirement</b>	<b>U.S. Mission issued medical/non-sensitive security clearance</b>

ALL FOREIGN COUNTRY APPLICANTS, INCLUDING AMERICAN CITIZENS, MUST HAVE AND SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General in Munich is seeking an individual for the position of a Special Consular Services Assistant (Supervisory) in the Special Consular Services (SCS) Unit.

### **BASIC FUNCTION OF POSITION**

*(A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to [employment-germany@state.gov](mailto:employment-germany@state.gov) with identification of vacancy number.)*

As the Supervisory Special Consular Services Assistant in Munich, s/he serves as the local Unit Manager of the American Citizen Services (ACS) Unit, with full functional supervisory authority of the entire unit, consisting of five LE-Staff. Due to the degree of supervisory responsibility exercised, the jobholder is required to possess additional skills, knowledge and experience beyond the level of the FSN-8 non-supervisory caseworker. The ACS Unit handles passport, nationality, citizenship, notarial and judicial matters during daily public opening hours and handles the full range of complex issues that confront Americans in Bavaria that fall under the heading of Special Consular Services. The incumbent is expected to guide and advise the Consular Officers on how these issues are best dealt in the local environment.

### **QUALIFICATIONS REQUIRED**

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

**EDUCATION:** Completion of secondary school (Germany: Realschule, USA: American High School Diploma or GED, for all other: 10 years of schooling) is required.

**EXPERIENCE:** Three years' experience of progressively higher levels of responsibility in social services, legal, dealing directly with the public is required.

**LANGUAGE:** Level IV (fluent) in English and German is required. (speak/write and read)

**KNOWLEDGE, SKILLS, ABILITIES:**

- Successful completion of the consular correspondence courses for passport/nationality and for special consular services is mandatory to reach the full-performance level.
- Expert knowledge of consular law, policy, systems and procedures for passport/nationality, notarial and consular services is required.
- Knowledge of local judicial, administrative, health provider, insurance, housing, transportation, employment, registration, education, civil law and family law structures and realities related to Americans travelling or residing in Bavaria is required.
- Proficiency in Federal Benefits matters, including services for Social Security is required.
- Ability in managing upwards and downwards, guiding the Consular Officers on workable and advisable solutions to consular problems in Germany is required.
- Good working knowledge of the Microsoft Office Suite (Word, Excel, Outlook) is required.

The Human Resources Office will conduct standard language assessment tests and may test for other required skills as part of the selection process. Testing is conducted equitably and is administered in the same way to all applicants for the particular recruitment.

**APPLICATION INFORMATION**

- **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 in the application.
- **Additional Selection Criteria:**
  1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
  2. Locally Employed Staff (LE Staff) of the U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply.
  3. Current Locally Employed Staff (LE Staff) with an overall summary rating of ‘Needs Improvement’ or ‘Unsatisfactory’ on their most recent Employee Performance Reports 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 ninety (90) calendar days of their employment. This does not apply to EFMs hired into positions with ‘When Actually Employed’ (WAE) work schedules.
  5. Currently employed Not Ordinarily Resident (NOR) employees, hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first ninety (90) days of their employment unless hired into positions with When Actually Employed (WAE) work schedules.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation by the deadline using the U.S. Mission’s electronic application process:

Direct link: <http://employment.usembassy.de/>

1. Applicants submitting a resume or curriculum vitae should provide information equal to what is found on the Universal Application for Employment (UAE), DS-174, which can be found on the internet by clicking here: [DS-174](#)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214’s with their electronic applications. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Applicants may also include any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Application language is English, i.e. application for employment, CV or resume should be in English. Certificates, awards or degrees in English or German do not need to be translated.
5. Note that the U.S. Mission does not/not refund travel expenses incurred by the interviewee.

For a complete list of terms such as US citizen Eligible Family Member (USEFM), Eligible Family Member (EFM), Member of Household (MOH), Not Ordinarily Resident (NOR), Ordinarily Resident (OR) and their definitions, see the definitions list on the website <http://employment.usembassy.de/definitions.htm>.

**CLOSING DATE FOR THIS POSITION:** Until filled

The U.S. Mission in Germany 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 affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: CONS: JCKoen

Cleared: MGT/HR: SAcevedo-Koosha

Drafted: MGT/HR: JISzafermann