

EMPLOYMENT VACANCY

AMERICAN EMBASSY WELLINGTON

**POSITION TITLE: OFFICE COORDINATOR/GRANTS
ADMINISTRATOR**

DATE: January 28, 2010

NO: VA 02-10

Open To: All Interested Candidates

Opening Date: Wednesday January 28, 2010

Closing Date: Monday February 15, 2010

Commencement date: As soon as possible

Work Hours: Full Time - 40 hours per week

Salary: Eligible Family Members
FP – 07*

(Step 1: US\$37,351)

** Actual grade will be determined by the Department*

Applicants who are ordinarily resident in New Zealand

FSN – 07

(Step 1: NZ\$40,557)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Embassy in Wellington is seeking an individual for the position of Office Coordinator/Grants Administrator in the Public Affairs Section.

BASIC FUNCTION OF POSITION

The PAS Office Coordinator/Grants Administrator is responsible to the Public Affairs Officer (PAO) to provide both general and specific coordination of the administrative work flow and communication within the Public Affairs Section (PAS) of the American Embassy in Wellington, as well as PAS interaction with other Embassy sections and the Consulate General (CG) in Auckland.

She/he provides assistance to the Media and Cultural Specialists, in addition to other specific duties, with tasks such as taking media inquiries and itemizing priorities; drafting media releases; filing media issues and reactions; assisting with special projects schedule; sorting newspapers daily; working with the Webmaster to archive articles; filing IV Program data; entering Exchange Visitor Data Base information; preparing information for the IV committee; assisting with cultural projects administration; and other tasks as required.

The position provides administrative and practical support to the Public Affairs Officer; receives telephone calls and marks them for action required; monitors incoming mail and drafts outgoing correspondence; controls the PAO's daily schedule and helps manage meeting; and assists the PAO with various projects as required. These include support for all PAS resources and activities: office

management, the budget, grants management, procurement and supply, travel, and secretarial support. The position serves as the point of contact for other embassy sections and the general public. The employee is also the primary Grants Administrator for the embassy, which includes monitoring the grants database, processing grants forms and providing regular reports and summaries.

A copy of the complete Position Description listing all duties and responsibilities is available in the Human Resources Office. Contact Mary Rinaldi (04) 462 6141.

REQUIRED QUALIFICATIONS

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

- Completion of secondary school is required.
- Three years progressively responsible experience in administrative/office coordination functions is required.
- Fluent written and spoken English is required.
- Working knowledge of New Zealand's political, economic, social, and educational structures; institutions, political parties, and cultural movements; historical development; and key personalities.
- Working knowledge of U.S. society, art, culture, education, social, and political processes.
- Ability to independently follow a wide range of administrative details in connection with programming functions.
- Minimum typing ability of 40 words per minute (Level II), ability to draft correspondence and reports in English using Microsoft Office applications such as Outlook, Word and Excel.
- Ability to maintain working level contacts in governmental, educational, and cultural circles. Must be able to act with tact and diplomacy.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address 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 a Family Member Appointment (FMA) 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.
6. (As required): The candidate must be able to obtain and hold a (insert appropriate level) security clearance.

TO APPLY

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

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US 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 TO

Human Resources Office
U.S. Embassy
PO Box 1190, Wellington
Or e-mail: Wellington.HR@state.gov

DEFINITIONS

1. 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.

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 US 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 US 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.

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

CLOSING DATE FOR THIS POSITION: Monday, February 15, 2010

The US Mission in Wellington 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.