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**UNITED STATES MISSION POLAND**  
**VACANCY ANNOUNCEMENT**

No. 15-47	<b>TRUCK DRIVER (WAREHOUSEMAN)</b> EMBASSY WARSAW	October 19, 2015
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**OPEN TO:** All Interested Candidates / All Sources  
**POSITION:** Truck Driver (Warehouseman)  
**OPENING DATE:** October 19, 2015  
**CLOSING DATE:** November 2, 2015  
**WORK HOURS:** Full-time (40 hours per week)  
**SALARY:** Ordinarily Resident (OR): FSN-3, PLN 36,936 (annual gross starting salary)  
Not-Ordinarily Resident (NOR): FP-BB\*, US\$ 22,058 (annual gross starting salary). \*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Warsaw is seeking eligible and qualified applicants for the position of Truck Driver (Warehouseman).

**BASIC FUNCTION OF POSITION**

Drive Embassy vehicles to deliver USG property and perform manual supply duties for the entire Mission. Load, unload, move and store supplies, residential and office furniture, and office equipment. Deliver office supplies, furniture and equipment from warehouse to various locations. Furnish houses. Assist with a variety of tasks related to warehouse activities including surplus sale activities and inventories of both expendable and non-expendable items. Perform other related duties as assigned.

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

**QUALIFICATIONS REQUIRED**

***NOTE: All applicants are instructed to address how they meet each selection criterion detailed below with specific and comprehensive information supporting each item.***

1. Education: Completion of secondary school is required.
2. Prior Work Experience: At least six months of job-related experience is required.
3. Language Proficiency: Level 3 (good working knowledge) speaking/reading Polish is required.  
Level 1 (rudimentary) speaking/reading English is required.
4. Job Knowledge: Familiarity with local traffic laws and traffic patterns is required. Understanding of safety and security procedures and practices is required. Familiarity with basic warehouse power equipment and forklift is required.
5. Skills and Abilities: Ability to identify various types of supplies and property items and the ability to recognize items by sight and oral description is required. Ability to obtain a valid Polish driver's license (including category "C" for trucks) within six months of hiring. Skill in operating forklifts (documented by a certificate of completion from a forklift

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training course), handcarts and other equipment involved in the performance of duties is required. Ability to perform heavy manual labor, lift and carry heavy objects, load and unload trucks is required. Ability to understand and follow oral and written instructions is required. Good customer services skills are required.

### SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. veterans will be given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous U.S. Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

### HIRING PREFERENCE ORDER

- 1) USEFM who is also a preference-eligible U.S. Veteran
- 2) USEFM or a preference-eligible U.S. Veteran
- 3) FS on LWOP

### ADDITIONAL SELECTION CRITERIA

1. Management will consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of *Needs Improvement* or *Unsatisfactory* on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired under a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a non-sensitive security clearance and a medical clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

### HOW TO APPLY

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g., transcripts, degrees, language test scores, typing test scores, work and/or residency permits, etc.)

### IMPORTANT

Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be

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considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

**WHERE TO APPLY**

Human Resources Office  
American Embassy  
Al. Ujazdowskie 29/31  
00-540 Warsaw  
E-mail: WarsawRecruitment@state.gov  
or at Embassy Reception, ul. Piekna 14a

**DEFINITIONS**

**US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an Eligible Family Member (EFM) who meets the following criteria:

- U.S. citizen;
- EFM (see below) 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 Chief of Mission (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
- Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.

**Eligible Family Member (EFM)** – An individual related to a U.S. Government employee in one of the following ways:

- Spouse or domestic partner;
- 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, or of a domestic partner 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; Any child or children of a domestic partner of an employee shall be deemed a stepchild of the employee;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, or of the domestic partner, 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, or of the domestic partner, 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.

**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. A 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.

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A MOH is under COM authority and may include a parent, unmarried partner, and 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.

**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).

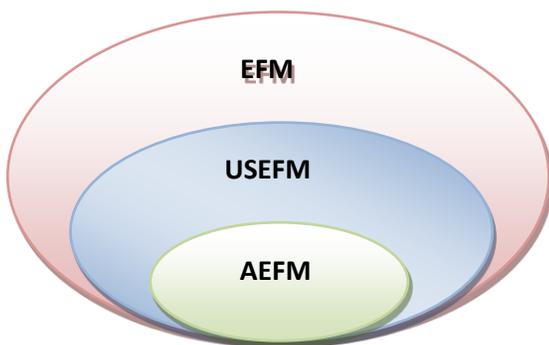
NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**Ordinarily Resident (OR)** – A Foreign National or U.S. Citizen who:

- Is locally resident; and
- Has legal, permanent resident status with the host country; and
- Is subject to host country employment and tax laws.

The US Mission 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.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. 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;

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- 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. **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,
- 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.

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 U.S. Citizen.

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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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

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. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference

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- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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