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UNITED STATES MISSION POLAND
VACANCY ANNOUNCEMENT

No. 14-35	ADMINISTRATIVE CLERK (TEMPORARY POSITION) EMBASSY WARSAW	November 24, 2014
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OPEN TO: All Interested Candidates
POSITION: Administrative Clerk, FSN-6/FP-8*
OPENING DATE: November 24, 2014
CLOSING DATE: December 8, 2014
WORK HOURS: Full-time (40 hours per week)
SALARY: *Not-Ordinarily Resident: FP- 8 US\$ 36,111 (yearly gross starting salary)
(Position Grade: FP-8 to be confirmed by Washington)
*Member of Household: FP-8 US\$ 30,991 (yearly gross starting salary)
*Ordinarily Resident: PLN 66,552 (yearly gross starting salary)
(Position Grade: FSN-6)
LENGTH OF HIRE: Temporary: 10 months

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

The U.S. Embassy in Warsaw is seeking an individual for the temporary position of an Administrative Clerk in the Management Section replacing an employee on extended leave.

BASIC FUNCTION OF POSITION

The incumbent acts as administrative support to the Management Counselor and other Management Sections. S/he is supervised by the Management Counselor. S/he performs a wide variety of administrative support tasks. S/he drafts correspondence and diplomatic notes, manages the Management Office's SharePoint website and must be an expert user of other proprietary Department software like "E2 solutions" and the Time and Attendance software. S/he provides advice to customers who seek information about various Management operations and services.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office ext. 2275.

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 at least two years of college study in general coursework is required.
- 2. Prior Work Experience:** At least two years of office management experience or equivalent administrative support experience in a busy office environment are required.
- 3. Language Proficiency:** Level 3 (good working knowledge) speaking/reading/writing English is required. Level 4 (fluent) speaking/reading/writing Polish is required.

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4. **Job Knowledge:** Good knowledge of Microsoft Office application suite is required. Understanding of basic office management procedures and ability to independently follow up on tasking and track projects given to others in the section is required. Good understanding of local environment and institutions including the Ministry of Foreign Affairs, police, or city guard, and knowledge of potential sources of information on local events, traffic/shopping restrictions etc. is required.
5. **Skills and Abilities:** Skills in use of Microsoft Office applications including SharePoint and strong internet research skills are required. Strong communication and organizational skills to prioritize workload and multitask effectively are required. Superior customer service skills, including discretion in meting out tasks, are required. Advanced user level computer skills including word processing, data entry, web page skills and internet abilities are required. Good keyboard skills that include both speed and accuracy are required. Ability to prepare and/or translate correspondence and Mission announcements in correct English and Polish is required.

SELECTION PROCESS

When fully qualified, U.S. Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required above qualifications in the 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.

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. 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 employment.
4. EFMs who are departing post in less than one year are not eligible to apply.
5. Selected candidate will be required to obtain a non-sensitive security clearance and a medical clearance.

TO APPLY

Interested applicants for this position should submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. 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; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. 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, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

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SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Al. Ujazdowskie 29/31
00-540 Warsaw
e-mail: WarsawRecruitment@state.gov

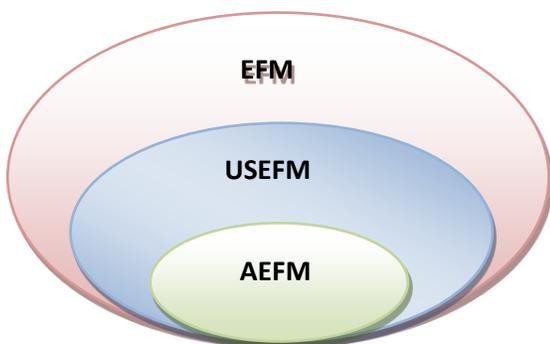
Fax: 022- 504-2265

CLOSING DATE FOR THIS POSITION: December 8, 2014

The US Mission in Poland 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

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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. 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.

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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 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*)

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