



Mission Notice

OPEN TO: All Interested Candidates

SUBJECT: EMPLOYMENT OPPORTUNITY

POSITION: *TEMPORARY Protocol Assistant - Grade FSN-08 or FP-06 (if FP, Bureau will confirm final grade based on candidate's qualifications)

OPENING DATE: June 16, 2014

CLOSING DATE: June 30, 2014

WORK HOURS: Full-time: 40 hours per week

START DATE: TBD

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

***TEMPORARY APPOINTMENT: Fixed Term Appointment of 1 (one) year.**

The U.S. Embassy in Lisbon is seeking one individual for the position of Temporary Protocol Assistant in the Protocol Section.

BASIC FUNCTION OF POSITION

Under the supervision of the Deputy Chief of Mission (DCM), the incumbent provides protocol guidance and liaison with host country government to the Ambassador, DCM, and other Mission officials. Coordinates and manages mission events (e.g. 4th of July) working closely with all parts of the Embassy, as needed, to plan, organize and execute these events. Supervises – for temporary purposes – those who are needed to accomplish the event/s.

A copy of the complete position description (PD) listing all duties, responsibilities, and qualifications is available in the Human Resources Office. To review the complete PD, contact Cristina Villarinho using the phone number, fax, or e-mail listed below.

QUALIFICATIONS REQUIRED

1. Education: University degree in business, public administration or management, or a combination of 2 years of university and 7 years work and business experience required. * (Substituting Experience for Education – please refer to Appendix C)
2. Experience: Five years' experience in management, public relations, business administration or related fields.
3. Language: English- Level 4 (fluent) reading/speaking/writing abilities and Portuguese- Level 4 (fluent) reading/speaking/writing abilities.
4. Knowledge: Incumbent must be familiar with full spectrum of current Portuguese politics, economy, society, and key institutions and procedures applicable to event management.
5. Skills and abilities: Excellent written and oral communications skills. Superior organizational, analytical and planning abilities. Calm, mature, and controlled manner and sensitivity to cross-cultural issues. Ability to function effectively in stressful environment, taking initiative, exercising independent judgment and making sound decisions, frequently with minimal direct supervision. High degree of independent judgment and problem solving abilities to design, plan and execute events. Leadership and team-building skills to supervise, motivate and develop staff assigned to events incumbent oversees. Because events involve working with different groups and sections rather than a permanent work unit, strong interpersonal skills, patience and flexibility are required to guide and supervise staff assigned to events – as well as, coordinating with those employees' day-to-day supervisors to ensure cooperation.

SELECTION PROCESS

When equally qualified, Eligible Family Members (EFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address in the written application each of the "Qualifications Required" shown above.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful candidacy.
2. Any employee serving a probationary period, any NOR hired under a Personal Services Agreement (PSA) within the first 90 calendar days of employment, or any AEFM employee within the first 90 calendar days of an FMA appointment is ineligible to apply for this position.

TO APPLY

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

- 1.** Universal Application for Employment (DS-174); **or**
- 2.** A current résumé 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.** A candidate claiming U.S. Veterans preference must provide a copy of the applicable Form DD-214 with the application. A candidate claiming conditional U.S. Veteran's preference must submit documentation confirming eligibility for a conditional preference in hiring together with the application.
- 5.** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Cristina Villarinho
Telephone: (351) 21-770-2516
Fax: (351) 21-726-7303
Email: hrol@state.gov

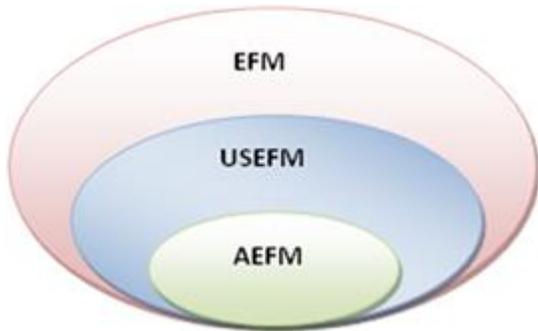
CLOSING DATE FOR THIS POSITION: June 30, 2014

The US Mission in Portugal 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 US Mission in Portugal also strives to achieve equal employment opportunity in all human resource 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 human resource 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. AEFM: a type of EFM that is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided the person meets all of the following criteria:
 - U.S. Citizen;
 - Spouse or dependent who is at least 18 years of age;
 - Service, Department of Defense (DoD), uniformed service member or DoD civilian employee permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
 - Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; **and**
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
2. EFM: A Family Member, at least 18 years of age, listed on the travel orders of a Foreign Service, Civil Service, DoD uniformed service member, or DoD civilian permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission Authority, who does not meet the definitions of AEFM above.
3. MOH: A Member of Household (MOH) is a person who:
 - Has accompanied, but is not on the travel orders of a U.S. citizen Foreign Service, Civil Service, DoD uniformed service member, or DoD Civilian employee permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; **and/or**
 - Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; **and**
 - Resides at post with the sponsoring employee.
4. OR: Ordinarily Resident - A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. NOR: Not Ordinarily Resident – Typically NORs are U.S. citizen EFM's of FS, GS, and uniformed service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. MOHs also fall under this category.

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, Cell phone numbers and e-mail address
- 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
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Appendix C

Recruitment Policy Change: Substituting Experience for Education March 2013

The Office of Overseas Employment is making a significant change to the Locally Employed Staff Recruitment Policy – the substitution of work experience for education. For all Vacancy Announcements published as of March 15, 2013, Mission recruiters are authorized to substitute specialized work experience for education as long as there is no violation of host country's labor law in

doing so. In this process, one year of experience in a specified field will be equivalent to one year of education. Advertising in such situations should look as follows:

*College: A Bachelors or equivalent college degree in the specific field of study and 3 years of specialized experience **OR** a minimum 2 years of general college studies and 5 years of specialized experience. (This scenario assumes host country college = 4 years.)*

*VA Example: A Bachelors or equivalent degree in Finance or Accounting and 3 years of experience in Finance or Accounting is required **OR** 2 years of general college studies and 5 years of experience in Finance or Accounting.*

*High school: Completion of secondary schooling and 2 years of specialized experience **OR** 0 years of secondary schooling and six years of specialized experience. (This scenario assumes host country high school = four years.)*

*VA Example: Completion of secondary schooling and 2 years of Administrative Assistant experience is required **OR** no secondary schooling and 6 years of Administrative Assistant experience.*

The specific field of experience must be clearly indicated in the vacancy announcement, to both insure that potential candidates understand what type of experience will meet the required qualifications and to enable HR to correctly screen applications.

Before adding the substitution option, HR at post must test to be sure a job qualifies in MClass. Follow the accompanying step-by-step confirmation test to ensure that the grade does not change in the process of the substitution. In addition, the hiring supervisor must agree to this alternative in the recruitment process. Substitutions are permitted only for recruitment purposes during the advertising period and NOT during the classification process.

The substitution may also **NOT** be used for:

- USAID direct-hire FSN employees or USAID FSN PSC employees
- Positions that require a professional diploma, certificate, or license (e.g., nurse, physician, lawyer);
- Personal Services Contractors (PSCs);
- The reverse substitution of education for experience

We are confident that this policy will provide greater advancement opportunities for current Mission employees. Hiring well-qualified and valued LE Staff with years of work experience and institutional knowledge at our posts abroad benefits both the Mission and its employees.