

## VACANCY ANNOUNCEMENT NUMBER: 11/2013

**OPEN TO:** - Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH).  
- All Interested Candidates.

**POSITION:** **American Citizen Services Assistant, FSN-7, FP-7**  
**(Temporary position, for approx. one year)**

**OPENING DATE:** September 23, 2013

**CLOSING DATE:** October 6, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*EFM/MOH/NOR: Position Grade: FP-7, to be confirmed by Washington  
\*Ordinarily Resident: Position Grade FSN-7;  
Gross Salary: (RON) 3791/ month for the full grade  
Gross Salary: (RON) 3417/month, for the trainee level

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

### BASIC FUNCTION OF POSITION

Works directly with the majority of American citizen visitors providing information and assistance on a variety of requests in a country where there are few community facilities for them to turn to. Serves as Passport and Citizenship Assistant, Special Consular Services Assistant and Federal Benefits Assistant.

### QUALIFICATIONS REQUIRED FOR FULL PERFORMANCE LEVEL (FSN- 7):

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

1. Completion of secondary school is required;
2. Two years of progressively responsible experience concentrated in clerical work, public contact, and experience in (or demonstrated aptitude for) the application of regulatory material, required;
3. Level IV (fluent) English, required; Level V (native speaker) Romanian, required;
4. A good working knowledge of applicable laws, regulations, and procedures governing American citizens services and passport services, or demonstrated ability to acquire the same, required;

5. Exercise of tact and good judgment in dealing with the public, even under difficult and sensitive circumstances. Ability to apply regulations correctly and to know when to refer cases to higher authority. Excellent customer service skills, required;
6. Ability to use computers including Microsoft Office programs and consular applications is required.

**If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower grade level.**

#### **QUALIFICATIONS REQUIRED FOR TRAINING LEVEL (FSN-6):**

1. Completion of secondary school is required;
2. One year of progressively responsible experience concentrated in clerical work, public contact, and experience in (or demonstrated aptitude for) the application of regulatory material required;
3. Level IV (fluent) English, required; Level V (native speaker) Romanian, required;
4. A good working knowledge of applicable laws, regulations, and procedures governing American citizens services and passport services, or demonstrated ability to acquire the same, required;
5. Exercise of tact and good judgment in dealing with the public, even under difficult and sensitive circumstances. Ability to apply regulations correctly and to know when to refer cases to higher authority. Excellent customer service skills required;
6. Ability to use computers including Microsoft Office programs and consular applications is required.

#### **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 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.

5. The candidate must be able to obtain and hold a security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) (The form can be downloaded from the embassy's site <http://romania.usembassy.gov/embassy/employment.html>)
2. 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.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION IN ELECTRONIC FORMAT ONLY TO:**

[BucharestRecruitment@state.gov](mailto:BucharestRecruitment@state.gov)

Phone: 021-200-3567 (Point of Contact)

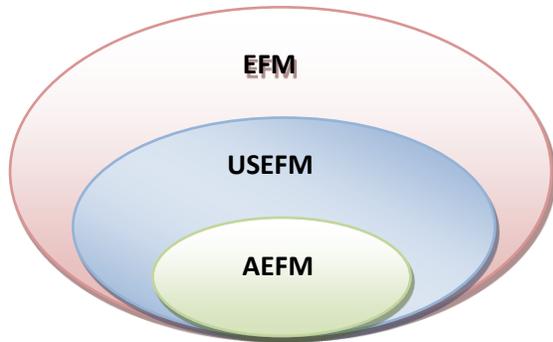
**CLOSING DATE FOR THIS POSITION: October 6, 2013**

*The U.S. Mission in Bucharest provides equal opportunity (EEO) 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.*

**ONLY SELECTED CANDIDATES WILL BE CONTACTED**

## Appendix 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;
- 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.

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).