

# U.S. MISSION BUCHAREST

## VACANCY ANNOUNCEMENT NUMBER: 3/2016

**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:** Mail Clerk

**OPENING DATE:** March 9, 2016

**CLOSING DATE:** March 23, 2016

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

**SALARY:** \*EFM/MOH/NOR: Position Grade: FP-AA, to be confirmed by Washington;  
\*Ordinarily Resident: Position Grade (Full Performance Level) FSN-4;  
Gross Salary/month: RON 2742;

\*EFM/MOH/NOR: Trainee position Grade: FP-BB, to be confirmed by Washington.

\*Ordinarily Resident: Trainee Grade FSN-3; Gross Salary/month: RON 2367.

**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

This position is responsible for the distribution and dissemination of all incoming and outgoing unclassified official, personal, interoffice, and international mail, DPO & pouch. The incumbent is responsible for clearing all incoming and outgoing unclassified pouch and DPO materials through Romanian customs, and assuring its proper airline dispatch. In addition, provides facsimile and photocopying services for the Embassy as required. The incumbent also performs duties as backup switchboard operator to cover gaps in the office coverage.

### QUALIFICATIONS REQUIRED FOR FULL PERFORMANCE LEVEL (FSN-4):

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

- a. High School Diploma;
- b. Two years of general work experience, preferably in customs brokering, mail operations or shipping and logistics operations;
- c. Fluent Romanian and Level 3 English ability (good working knowledge) required;
- d. Possession of a category B driver's license is required.

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

### QUALIFICATIONS REQUIRED FOR TRAINEE LEVEL (FSN-3):

- a. High School Diploma;
- b. One year of general work experience, preferably in shipping and logistics operations;
- c. Fluent Romanian and Level 3 English ability (good working knowledge) required;
- d. Possession of a category B driver's license is required.

## **ADDITIONAL SELECTION CRITERIA**

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

1. Current employees serving a probationary period are not eligible to apply. 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.
2. 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.
3. 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: 021-200-3583 (Point of Contact)

## **CLOSING DATE FOR THIS POSITION: March 23, 2016**

*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 A* **DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 Foreign Affairs Manual Chapter 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and

- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.