

# ***JOB OPPORTUNITY***

**OPEN TO:**

- Appointment Eligible Family Members (AEFMs) - all agencies
- U.S. Citizen Eligible Family Member (USEFM) – all agencies
- U.S. Citizen Members of the Household (USMOH) – all agencies
- U.S. Citizen only Not Ordinarily Residents (NOR)

**POSITION:** Resident Administrative Officer

**OPENING DATE:** **May 29, 2015**

**CLOSING DATE:** **July 15, 2015**

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

**SALARY\*:** FP – 05 step 1 to step 4; USD 43,812 p.a. for a full-time schedule (USD 20.99/hour) – USD 47,875 p.a. for a full-time schedule (USD 22.94/hour) – FP Base Salary Schedule.

*\* Selected applicant will be appointed on a Personal Service Agreement (PSA) on the FP Base Salary scale. The benefits are limited to leave accrual, Social Security and Medicare contributions*

**NOTE:** Only AEFMs, USEFMs, USMOHs and USNORs (as defined in Appendix A below) of U.S. Government employees assigned to the Mission under Chief of Mission authority are eligible for consideration.

The U.S. Embassy in Bucharest, Romania is seeking one individual for employment in Romania to the position of Resident Administrative Officer (RA O) in the U.S. Secret Service office.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

The incumbent serves as the Resident Administrative Officer in an overseas resident office, Office of Investigations, U.S. Secret Service. All law enforcement protective and administrative activities of the U. S. Secret Service in a particular Resident Office (RO) jurisdiction are under the direction of the Resident Agent in Charge (RAIC).

The incumbent independently plans and organizes work, identifies goals to be met, establishes deadlines for completion, selects approaches and methods, and uses judgment and initiative to resolve complex problems according to established policies and accepted practices.

The incumbent performs a variety of administrative functions for the resident office related to financial management, procurement, property management, etc. as well as protective and investigative support. Completed work is reviewed for soundness of recommendations and technical judgment, compliance with established policies, compatibility with organizational goals and guidelines, and effectiveness in achieving intended objectives.

A copy of the complete position description listing all duties and responsibilities is available, on request, in the Human Resources Office, attn. Irina Popescu.

## **QUALIFICATIONS REQUIRED:**

*Note: level of required qualifications may be tested prior to the interview*

1. High School Diploma or equivalent required.
2. Two to three years of work experience in the administrative field.
3. English - fluent working knowledge required.
4. Extensive knowledge of financial and cash management practices.
5. Knowledge of inventory management. Ability to evaluate and analyze information relating to accountability, utilization, identification, classification and storage of equipment.
6. Good working knowledge of computer programs including MS Word, Excel, Access and Power Point. Also, must have the ability to type a minimum of 40 words per minute.

## SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. **Therefore, it is essential that all candidates address the required qualifications above in the application.** After initial screening the best-qualified candidates will be interviewed by the Post Employment Committee.

## ADDITIONAL SELECTION AND ELIGIBILITY CRITERIA

1. **Candidates holding dual citizenship are not eligible to apply, per U.S. Secret Service guidelines**
2. **Selected applicant must submit to a drug test and single scope background investigation by U.S. Secret Service and by the Department of State in order to obtain and hold a Top Secret Clearance.**
3. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
4. Current employees serving a probationary period are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed Not Ordinary Residents (NOR) 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.

## TO APPLY

Applicants are instructed to address each required qualification detailed above with specific and comprehensive information supporting each criterion.

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

1. Universal Application for Employment as a Family Member [DS-174](#). A current resume or curriculum vitae may be attached to the application form **plus**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 Certificate of Release or Discharge from Active Duty 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:

E-mail: [BucharestRecruitment@state.gov](mailto:BucharestRecruitment@state.gov) attn. Irina Popescu - HR Assistant or [PopescuI@state.gov](mailto:PopescuI@state.gov)

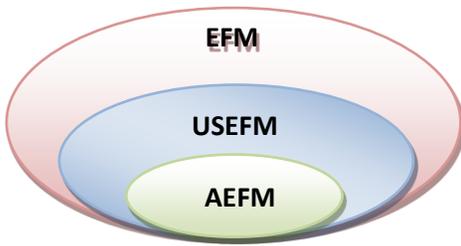
Phone number: +40-21-200.3572

***Important Note: once received, Post HR will confirm receipt of all applications submitted by the advertised closing date. Candidates are instructed to contact Post HR, if they do not receive a confirmation response***

*The U.S. Mission in Bucharest 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 way
  - 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:
    - 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
    - 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.

**5. Not Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of Foreign, Civil, or uniformed service members officially assigned to the Mission who are eligible for employment under an American pay plan, on the travel orders, and under COM authority. Other personnel having diplomatic privileges and immunities and who are eligible for employment under an American USG pay plan may also be considered NORs. This category may also include Members of Household who are not on the travel orders, do NOT need a work permit, do NOT come under host country law, but who may legally work in country. All NORs must have a US Social Security Number.

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan.

**6. 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).**

**5. U.S. Veteran Preference:**

Form DD-214 is the only document acceptable for establishing entitlement. According to Section 2108 of Title 5, United States Code, to receive preference, a veteran must have been discharged or released from active duty in the Armed Forces under honorable conditions (i.e., with an honorable or general discharge). Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless they are disabled veterans. Guard and Reserve active duty for training purposes does not qualify for preference.

## **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.**

1. Position Title
2. Position Grade
3. Vacancy Announcement Number (if known)
4. Dates Available for Work
5. First, Middle, & Last Names as well as any other names used
6. Current Address, Day, Evening, and Cell phone numbers
7. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No)
8. U.S. Social Security Number and/or Identification Number
9. Eligibility to work in the country (*Yes or No*)
10. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
11. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
12. Days available to work
13. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
14. U.S. Eligible Family Member and Veterans Hiring Preference
15. Education
16. License, Skills, Training, Membership, & Recognition
17. Language Skills
18. Work Experience
19. References