



ANNOUNCEMENT NUMBER 14-23

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant (Logistics Coordinator) ODC

OPENING DATE: December 5, 2014

CLOSING DATE: December 19, 2014

WORK HOURS: Full Time; 40 hrs/week

SALARY: *Ordinarily Resident (OR): Position Grade: FSN-7*

Not-Ordinarily Resident (NOR): Position Grade: FP-7 (to be confirmed by Washington)

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

The U.S. Embassy in Sarajevo is seeking an individual for the position of Administrative Assistant (Logistics Coordinator) in the Office of Defense Cooperation (ODC) in Sarajevo.

BASIC FUNCTION OF POSITION:

In charge of all program-related logistics support activities for the Military-to-Military Program (M2M) and the State Partnership Program (SPP). He/she assists in the logistics planning and execution of the programs, recognizing and realizing program development opportunities while building and maintaining solid relationships with the BiH Military and Defense-related personnel. The employee provides research, reporting, planning and advisory services of broad scope, complexity and sensitivity in the field of defense to EUCOM and the ODC Team.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 033-704-000 (x4318).

QUALIFICATIONS REQUIRED:

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item. IMPORTANT: IF APPLICANTS DO NOT CLEARLY ADDRESS ALL POSITION REQUIREMENTS LISTED BELOW, THE APPLICATION WILL BE DISQUALIFIED.

1. Two (2) years of college studies;
2. Experience: Minimum of one (1) year experience of program management/administrative experience in an office environment;
3. Level 4 (fluent knowledge) in English and Bosnian/Serbian/Croatian with interpreter/translator capabilities in both languages;
4. Computer skills, to include Microsoft Office programs (Outlook, Word, Excel, PowerPoint);
5. Possession of a valid BiH driver's license.

SELECTION PROCESS

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

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 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.
5. 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.

TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at <http://www.state.gov/documents/organization/136408.pdf>; **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) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Please submit applications **by e-Mail** to SarajevoJobVacancy@state.gov.

POINT OF CONTACT:

Phone: +387 33 704 000 ext. 4318

CLOSING DATE FOR THIS POSITION: DECEMBER 19, 2014

The U.S. Mission in Sarajevo 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