

VACANCY ANNOUNCEMENT

POSITION TITLE: Protocol and Political Assistant
Temporary Replacement for
Maternity Leave

ANNOUNCEMENT NUMBER:16-10

WORK HOURS: Full-Time, 40 hours/week

SALARY: *Not-Ordinarily Resident: Position Grade:
FP-8 is confirmed by Washington

OPENING DATE: December 10, 2010

*Ordinarily Resident: Position Grade: FSN8

CLOSING DATE: December 31, 2010

DESIRED STARTING DATE: February 2011

*Incumbent may be hired at developmental level FSN7

OFFICE/LOCATION: Executive Office/Protocol
Section

OPEN TO: All interested candidates

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

The U.S. Embassy in Bratislava is seeking individual for the position of Protocol and Political Assistant in the Executive Office

BASIC FUNCTION:

Protocol, political and secretarial duties in the Executive Office.

Serves as the Ambassador's and DCM;s adviser on protocol matters, as well as providing a full scope of assistance on protocol matters to the rest of the Mission. Communicates with the office of the Slovak President, Prime Minister, Ministry of Foreign Affairs, and other Slovak Government offices on all protocol issues. Maintains a database of received invitations addressed to Ambassador and Deputy Chief of Mission (DCM), following up on acceptances/regrets. Makes protocol arrangements and other appointments for Ambassador, DCM, Mission officials and other high-level official visitors with Slovak Government Officials as well as other representatives of political, cultural and diplomatic communities. Telephone coverage, word processing support, calendar input and management. Translation of correspondence. Other duties as assigned.

QUALIFICATIONS REQUIRED:

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

Education: Completion of secondary school is required.

Experience: From four to five years of progressively responsible secretarial experience required.

Knowledge/Abilities/Skills:

- Level IV (Fluent) Speaking/Reading English is required.

- Level IV (Fluent) Speaking/Reading Slovak is required.
- Detailed knowledge of Slovak government protocol standards and etiquette, local customs and practices, detailed knowledge and understanding of Slovak political and business scene; extensive knowledge of local hotels/restaurants available for visiting dignitaries/delegations

SELECTION PROCESS:

1. When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.
2. After an initial application screening, qualified applicants will be invited to an oral interview, which may include a language testing.
3. Acknowledgements will be sent only to short-listed candidates.

ADDITIONAL SELECTION CRITERIA:

1. The applicant must be able to obtain all permits to legally work in Slovakia before the employment begins.
2. Management will consider issues such as conflict of interest, nepotism, and budget implications and residency status in determining successful candidacy.
3. Current employees serving a probationary period are ineligible to apply.
4. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
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) schedule.
6. All position selections are made consistent with the State Department's Non-Discrimination Policy to not discriminate among applicants for employment on the basis of race, color, religion, sex, national origin, handicap, age or sexual orientation.

TO APPLY:

Interested candidates for this position must submit by the "CLOSING DATE" the following for consideration of the application (Application forms are available at HRO):

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174);.
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 ENGLISH TO:

By mail: Human Resources Office, U.S. Embassy, P.O. Box 309, 814 99 Bratislava

By e-mail: HROBratislava@state.gov

Point of contact: Telephone: 02/5922 3019

DEFINITIONS:

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 s/he meets all of the following criteria:
 - US citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform 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 US Civil or Foreign services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): 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. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The U.S. Embassy, Bratislava 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.

Closing date for applications: December 31 , 2010.

Approved by Acting Management Officer : Peter Anthes