Embassy of the United States of America
Bern, Switzerland

Staff Notice 07-16
February 11, 2016

JOB VACANCY ANNOUNCEMENT

OPEN TO:	All Interested Candidates
POSITION:	VISA CLERK – Temporary full time position until September 2016
OPENING DATE:	February 16, 2016
CLOSING DATE:	February 29, 2016
STARTING DATE:	**o/a May 1, 2016**
WORK HOURS:	40 hours/week, WAE (when actually employed)
POSITION GRADE:	Ordinarily Resident, LES: LCP-01 EFM: FP-BB (subject to confirmation by Washington)

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

The U.S. Embassy in Bern, Switzerland is seeking an individual for the temporary position as a Visa Clerk in the Consular Section.

BASIC FUNCTION OF POSITION

The incumbent will primarily perform clerical case-management duties using a computer-based application. Some telephonic, e-mail, or in-person customer contact may be required. Additional duties may include filing, shredding, packaging and/or mailing documents.

QUALIFICATIONS REQUIRED

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

1. Completion of secondary school.
2. Office experience required.
3. English, German level III (working knowledge), French level II
4. Computer literacy (Microsoft Word, Excel, E-mail programs) is required.
5. The ability to work accurately and quickly in a high stress, high volume productivity environment is required.
6. Experience in a customer service environment

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 his/her 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

Applicants interested in this position must submit the following in order for their application to be considered:

1. A current resume or curriculum vitae.

2. A copy of his/her Form DD-214 if the candidates will claim the U.S. Veterans preference.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
Sulgeneckstrasse 19
3007 Bern
e-mail: BernHRJobs@state.gov

If you do not hear from us within 3 weeks after the closing date you can assume that your application was not successful.

DEFINITIONS

1. **Eligible Family Member (EFM):** Family members at least age 18 on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority and who do not meet the definition of AEFM below.

2. **Appointment-Eligible Family Member (AEFM):** An EFM (see above) eligible for a Family Member Appointment (FMA) for purposes of Mission employment:

   - Is a U.S. Citizen;
   - Is a spouse, same-sex domestic partner, or child of the sponsoring employee if unmarried and at least 18 years old;
   - 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 agency that is under COM authority, and who is under Chief of Mission authority; and
   - Is residing at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and,
   - Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign services.

3. **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 Local Compensation Plan (LCP).

4. **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.

   EFM's without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: February 29, 2016

The U.S. Embassy in Bern 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.

Drafted: G. Bieri
Approved: J. Watson
Distribution: All Candidates