

JOB OPPORTUNITY ANNOUNCEMENT

The following position is available in the Consular Section (NIV Unit) of the Embassy.

OPEN TO: All Interested Candidates
POSITION: Visa Clerk
OPENING DATE: July 14, 2010
CLOSING DATE: July 30, 2010
STARTING DATE: **October 01, 2010**
WORK HOURS: Full-time; 40 hours/week
POSITION GRADE: Ordinarily Resident, LES: LCP - 06 (full performance level; entry grade depending on qualifications and experience);
AEFM/EFM: FP-08 (grade is subject to confirmation by Washington)

NOTE: All ordinarily resident applicants must have the required Swiss work and residency permits at the time of application to be eligible for consideration.

BASIC FUNCTION OF POSITION:

The employee performs a wide range of non-immigrant visa services including accepting and prescreening applications to be adjudicated by an officer, issuing approved visas, disseminating visa information and responding to public inquires in English, German and French. Additional specific portfolios (e.g. anti-fraud or correspondence duties) may be assigned as section need requires.

QUALIFICATIONS REQUIRED:

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

1. Completion of secondary school and secretarial College or equivalent.
2. Two years of experience in providing customer service, including but not limited to answering telephones, filling orders, responding to inquiries, and assisting in the completion of forms or other official documents.
3. Level IV (Fluent) Speaking/Reading in English, German, Swiss German, and French.
4. Computer literacy (Microsoft Word, Excel, E-mail programs), tact, and good judgment.
5. The ability to work quickly and accurately in a high stress environment.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions with the first 90 days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612); **or**
2. A current resume or curriculum vitae
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
P.O.B., 3001 Bern
or by email to: BernHRJobs@state.gov

Only applicants selected for interviews will be contacted.

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 dependent 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, Foreign, or uniform services.

2. 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 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. 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 residency permits for employment in country.
4. Not-Ordinarily Resident (NOR): Typical NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 30, 2010

The US Mission in Switzerland 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.