



**Embassy of the United States of America  
Bern, Switzerland**

Staff Notice 16-14  
March 7, 2014



**JOB VACANCY ANNOUNCEMENT**

**OPEN TO:** All Interested Candidates

**POSITION:** POLITICAL ASSISTANT  
FSN-9, FP-5

**OPENING DATE:** March 10, 2014

**CLOSING DATE:** March 31, 2014

**STARTING DATE:** Upon agreement

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

**POSITION GRADE:** Ordinarily Resident, LES: LCP-09 (full performance level; entry grade depending on qualifications and experience) EFM: FP-05 (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 position of Political Assistant in the Political/ Economic Section.

## **BASIC FUNCTION OF POSITION**

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Performs as the Political Assistant in the Embassy Pol/Econ Section. Incumbent reports directly to the Political Officer and supports the Pol/Econ Counselor and other American Officers as needed in reporting on political and economic issues and developments in Switzerland and Liechtenstein.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: [BernHRJobs@state.gov](mailto:BernHRJobs@state.gov)

## **QUALIFICATIONS REQUIRED**

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

**Education:** University degree in political science, international relations, journalism, or other relevant subject.

**Language proficiency:** German, English Level IV, fluent; High degree of proficiency in both the written and spoken language. French Level III, good working knowledge of the written and spoken language.

**Prior Work experience:** Two years of experience in a position, which involves political analysis, for which additional education can be substituted.

**Job Knowledge:** In addition to a university degree in political science, international relations, journalism, or other relevant subject, knowledge of Swiss politics, society, culture, and history are necessary.

**Skills and Abilities:** Develop and maintain working level contacts in the Swiss and Liechtenstein governments, civil society, and private sector. Proficiency in operating word/data processing software, including use of the internet. Draft effectively in English.

**Post-entry Training:** In-house or contracted training to develop computer skills as necessary. Formal State Department courses in political tradecraft. On-the-job training in report drafting.

## **SELECTION PROCESS**

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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**

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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**

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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:**

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Human Resources Office  
U.S. Embassy  
Sulgeneckstrasse 19  
3007 Bern  
e-mail: [BernHRJobs@state.gov](mailto: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**

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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: March 31, 2014**

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