



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

Staff Notice 69-14
November 14, 2014



JOB VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates

POSITION: Protocol Assistant FSN-7

OPENING DATE: November 14, 2014

CLOSING DATE: November 28, 2014

STARTING DATE: As per agreement

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: Ordinarily Resident, LES: LCP-07 (full performance level; entry grade depending on qualifications and experience)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. IN ADDITION A STATEMENT FROM THE DEBT COLLECTION OFFICE AND AN EXCEMPT OF THE CRIMINAL RECORD NEED TO BE SUBMITTED WITH THE APPLICATION.

The U.S. Embassy in Bern, Switzerland is seeking an individual for the position of a Protocol Assistant in the Front Office team.

BASIC FUNCTION OF POSITION

The ideal candidate performs the full range of protocol duties.

The position's primary role is to be the expert in the embassy on protocol matters, including precedence, correspondence, invitations, "who is who" in the Swiss/ Liechtenstein social, cultural and political fields, advising the Ambassador and all other officers on the best way to promote the interests of the United States.

The incumbent works closely with the Front Office staff, arranges the Ambassador's and DCM's official calls on government officials, the Diplomatic Corps and other government and business contacts furthermore he/she attends all the Residence social and representational functions to ensure smooth running.

The incumbent arranges the two largest representational functions of the year, the 4th of July Reception and Law Enforcement Day. The Protocol Assistant also acts as interpreter for the Ambassador and DCM when necessary, translating from German/French to English.

He/she is the Embassy's Contact Database manager and advises all Embassy employees in its use. In addition he/she designs invitations by using Publisher and Photoshop to create unique invitations for different occasions and ensures that the invitations are properly distributed, and monitors acceptances/regrets.

The incumbent must have good interpersonal skills and provide service in a courteous, efficient and professional manner in a highly demanding environment. In addition he/she must be able to respond correctly to a broad range of telephone and e-mail inquiries. Possession of a team-spirit is a must and the ability to handle information responsibly and with discretion is essential.

The incumbent must think strategically and exhibit a solution-oriented approach to his/her work.

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

QUALIFICATIONS REQUIRED

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

Education: Completion of secondary school required.

Prior Work experience: Three years of progressively responsible experience in event management, communications, and hospitality required.

Skills and Abilities: Developed analytical skills, needs to be able to adapt and modify to cope with daily circumstances and changes.

- Must be able to work under pressure, with great care and accuracy on highly important Diplomatic Notes, translations, seating plans and Ambassadorial correspondence.
- Must display tact, diplomacy and a background exhibiting the ability to communicate effectively and discreetly.
- Must be able to maintain a flexible work schedule.
- Excellent computer skills.

Language proficiency: German Level IV, English Level IV, French Level IV Level IV: Fluent. High degree of proficiency in both the written and spoken language, including the ability to translate and, on occasion, act as an interpreter.

Post-entry training: “Protocol Assistant Workshop” in order to fully understand the significance of the position.

- Completion of “Contact Data Base” training.
- On the job training of the Embassy computer systems and procedures.

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 and a letter of motivation.
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. A statement from the debt collection office and an exempt from the criminal record.
3. A copy of his/her Form DD-214 if the candidates will claim the U.S. Veterans preference.

SUBMIT APPLICATION TO:

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

Incomplete applications will not be considered. 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: November 28, 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: C. Graf
Approved: J. Watson
Distribution: All Candidates