We are currently accepting applications for the following positions:

Open to All Interested Candidates:

Vacancy Announcement No. / Position Title

FSN#2016/6 / Duplication Equipment Operator (Deputy Print Shop Supervisor)

FSN#2016/13 (T) / Refrigeration & Air Conditioning Mechanic

FSN#2016/13 / Refrigeration & Air Conditioning Mechanic

FSN#2016/14 (T) / Engineering Assistant

FSN#2016/14 / Engineering Assistant

FSN#2016/15 (T) / Medical Research Scientist

FSN#2016/15 / Medical Research Scientist

FSN#2016/16 / Medical Research Technologist

FSN#2016/18 (T) / Program Assistant

FSN#2016/18 / Program Assistant

FSN#2016/21 (T) / ACS Clerk (Front Office)

FSN#2016/21 / ACS Clerk (Front Office)

FSN#2016/22 / Veterinary Medical Officer

FSN#2016/23 / Truck Driver

FSN#2016/25 / Chauffeur

FSN#2016/26 / Public Health Specialist

USAID - Vacancy Announcement No. / Position Title

FSN# 2016/1 / Administrative Associate

FSN# 2016/10 / Accounting Technician

FSN# 2016/11 / A.I.D. Project Management Specialist (Malaria)

FSN# 2016/27 / Project Management Specialist (Vulnerable Populations)

FSN# 2016/28 / Secretary

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/06

OPEN TO: All Interested Candidates / All Sources

POSITION: Duplication Equipment Operator (Deputy Print Shop Supervisor)

OPENING DATE: February 5, 2016

CLOSING DATE: February 18, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, starting salary 251,050 p.a.

Not-Ordinarily Resident (NOR): FP-AA
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in *Bangkok* is seeking eligible and qualified applicants for the position of Duplication Equipment Operator (Deputy Print Shop Supervisor).

BASIC FUNCTION OF POSITION

The incumbent performs a variety of duties involved in designing, preparing, printing, copying and distribution of materials to Mission personnel. Duties include but not limited to overseeing operation and maintenance of photo-copier, mimeograph, binding machine and other printing equipment. Provides support to the Printing Supervisor in maintaining the efficient functioning of the Print Shop and in supervising printing clerks. Act as Print Shop Supervisor in the supervisor's absence. Provide assistance in handling work orders and communicating directly with customers to ensure their needs are met.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Completion of secondary school is required.

2. **EXPERIENCE**: At least two years of experience in printing and reproduction or similar technical function in printing area as well as graphic design experience is required.

3. **LANGUAGE:** Level 3 (Good Working Knowledge) Speaking/Reading/Writing of Thai is required. Level 2 (Limited Knowledge) of English is required (must provide a copy of valid TOEIC score of at least 400 before the deadline, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office) is required.

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4. SKILLS AND ABILITIES:

- Ability to operate large printing and other duplicating equipment is required;
- Skill with graphic design editing, scanning and proficiency in computer applications including MS Office, particularly MS Excel, MS Word, and MS Outlook

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and

- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/13(T)
"This is a re-advertisement of announcement from February 20, 2015 (FSN#2015/24(T)). Applications previously received will also be considered."

OPEN TO: All Interested Candidates / All Sources

POSITION: Refrigeration & Air Conditioning Mechanic, FSN-4, FP-AA, Trainee

OPENING DATE: January 22, 2016

CLOSING DATE: Until Filled

WORK HOURS: 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (Starting salary)
Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Refrigeration & Air Conditioning Mechanic.

BASIC FUNCTION OF POSITION

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);

2. EXPERIENCE: One year direct experience in maintenance, repair and installation of refrigeration and air conditioning systems (will be tested);

3. LANGUAGE: Level II (Limited Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 400 before the deadline; otherwise, application will not be considered);

4. SKILLS AND ABILITIES:

- Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;
- Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

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4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

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- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
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- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
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- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
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- A MOH may include a parent, unmarried partner, other relative, or adult child;
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- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
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- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/13
"This is a re-advertisement of announcement from February 20, 2015 (FSN#2015/24). Applications previously received will also be considered."

OPEN TO: All Interested Candidates / All Sources

POSITION: Refrigeration & Air Conditioning Mechanic, FSN-5, FP-9

OPENING DATE: January 22, 2016

CLOSING DATE: Until Filled

WORK HOURS: 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (Starting salary)
Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

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BASIC FUNCTION OF POSITION

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);

2. EXPERIENCE: Two year direct experience in maintenance, repair and installation of refrigeration and air conditioning systems (will be tested);

3. LANGUAGE: Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least 400, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);

4. SKILLS AND ABILITIES:

- Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
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WHERE TO APPLY:

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E-mail Address: **bkkrecruitment@state.gov**

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- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
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- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/14 (T)
"This is a re-advertisement of announcement from March 6, 2015 (FSN#2015/28(T)). Applications previously received will also be considered."

OPEN TO: All Interested Candidates / All Sources

POSITION: Engineering Assistant, FSN-8, FP-6, Trainee

OPENING DATE: January 22, 2016

CLOSING DATE: Until Filled

WORK HOURS: 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Minimum starting salary)
Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Engineering Assistant.

BASIC FUNCTION OF POSITION

The Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Bachelor's Degree in Mechanical or Electrical Engineering;

2. EXPERIENCE: A minimum of two years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;

3. LANGUAGE: Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

4. SKILLS AND ABILITIES:

- Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;
- Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;

- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/14
"This is a re-advertisement of announcement from March 6, 2015 (FSN#2015/28). Applications previously received will also be considered."

OPEN TO: All Interested Candidates / All Sources

POSITION: Engineering Assistant, FSN-9, FP-5 (Step 1 thru 4)

OPENING DATE: January 22, 2016

CLOSING DATE: Until Filled

WORK HOURS: 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (Minimum starting salary)
Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Engineering Assistant.

BASIC FUNCTION OF POSITION

The Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Bachelor's Degree in Mechanical or Electrical Engineering;

2. EXPERIENCE: A minimum of three years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;

3. LANGUAGE: Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

4. SKILLS AND ABILITIES:

- Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;
- Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

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WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

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Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

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- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent

dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;

- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/15(T)
"This is a re-advertisement of announcement from March 6, 2015 (FSN#2015/29(T)). Applications previously received will also be considered."

OPEN TO: All Interested Candidates / All Sources

POSITION: Medical Research Scientist, FSN-9, FP-5(Step 1 thru 4), Trainee

OPENING DATE: January 22, 2016

CLOSING DATE: Until Filled

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

SALARY: Ordinarily Resident (OR): FSN-9 ฿640,463 per annum (Starting salary)
Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Medical Research Scientist.

BASIC FUNCTION OF POSITION

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Master degree in Molecular Biology, Biochemistry or Microbiology field;

2. EXPERIENCE: At least four years experiences in conducting various types of molecular biology work;

3. LANGUAGE: Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);

4. SKILLS AND ABILITIES:

- Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP);
- Able to operate normal equipment and scientific equipment.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

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Appendix A - DEFINITIONS

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- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/15
"This is a re-advertisement of announcement from March 6, 2015 (FSN#2015/29). Applications previously received will also be considered."

OPEN TO: All Interested Candidates / All Sources

POSITION: Medical Research Scientist, FSN-10, FP-5(Step 5 thru 14)

OPENING DATE: January 22, 2016

CLOSING DATE: Until Filled

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

SALARY: Ordinarily Resident (OR): FSN-10 ฿760,852 per annum (Starting salary)
Not Ordinarily Resident (NOR): FP-5(Step 5 thru 14) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Medical Research Scientist.

BASIC FUNCTION OF POSITION

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Master degree in Molecular Biology, Biochemistry or Microbiology field;

2. EXPERIENCE: At least five years experiences in conducting various types of molecular biology work;

3. LANGUAGE: Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);

4. SKILLS AND ABILITIES:

- Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP);
- Able to operate normal equipment and scientific equipment.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/16
***"This is a re-advertisement of announcement from April 24, 2015* (FSN#2015/42).**
Applications previously received will also be considered."

OPEN TO: All Interested Candidates / All Sources

POSITION: Medical Research Technologist, FSN-9, FP-5 (step 1 thru 4)

OPENING DATE: January 22, 2016

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-9 ฿640,463 per annum (Starting salary)
Not Ordinarily Resident (NOR): FP-5 (step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Medical Research Technologist.

BASIC FUNCTION OF POSITION

Plans, oversees, coordinates, and supervises influenza study activities in accordance with study design, protocols, and other agreed upon procedures within the Program conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, medical and governmental universities/ institutes. Provide implementation guidance and technical support to 5-10 staff hired and funded under CDC's Cooperative agreement with the MOPH for 2 to 3 concurrent research studies to ensure accurate completion of study procedures.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Master of Public Health, Master of Science in Public Health, Biology, Microbiology or related scientific field is required;

2. EXPERIENCE: At least three years progressively responsible work in clinical trial, infections program, or other public health program management, including direct technical experience with epidemiology program is required;

3. LANGUAGE: Level IV (Fluent) speaking/reading/writing in English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

4. SKILLS AND ABILITIES: Must be able to make appropriate departures from research study protocols and to develop detailed methods not specified in protocols.

JOB KNOWLEDGE:
A thorough knowledge of epidemiology research methods and procedures is required

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/18 (T)
"This is a re-advertisement of announcement from December 31, 2015 (FSN#2015/95(T). Applications previously received will also be considered."

OPEN TO: All Interested Candidates / All Sources

POSITION: Program Assistant, FSN-7, FP-7, Trainee

OPENING DATE: January 22, 2016

CLOSING DATE: February 25, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-7 ฿480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Program Assistant.

BASIC FUNCTION OF POSITION

Serves as Program Assistant of Refugee and Migration Affairs (RMA) Office. Provides policy advice, reporting and research and maintains a wide variety of government and Non-Governmental Organization (NGO) contact related to the refugee situation in Thailand and explains U.S. refugee policy and practices to Thai and NGO officials. Prepares, analyzes and reviews RMA (approximately $500,000) budgets and oversee procurement actions. Position supervises an Office Service Clerk and is directly supervised by the Refugee Coordinator for Southeast Asia.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Bachelor's degree in Business Administration, International Relations or Political Sciences is required;

2. EXPERIENCE: At least two years in refugee-related reporting or work is required; including a minimum of one year experience in working with the Thai government and in accounting, finance or budget experience;

3. LANGUAGE: Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

4. SKILLS AND ABILITIES:

- Must be able to gather, analyze and interpret information from various sources on complex refugee issues;
- Able to well prepare and deliver oral presentations in English.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

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- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/18
"This is a re-advertisement of announcement from October 23, 2015 (FSN#2015/95). Applications previously received will also be considered".

OPEN TO: All Interested Candidates / All Sources

POSITION: Program Assistant, FSN-8, FP-6

OPENING DATE: January 22, 2016

CLOSING DATE: February 25, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-8 ฿586,405 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Program Assistant.

BASIC FUNCTION OF POSITION

Serves as Program Assistant of Refugee and Migration Affairs (RMA) Office. Provides policy advice, reporting and research and maintains a wide variety of government and Non-Governmental Organization (NGO) contact related to the refugee situation in Thailand and explains U.S. refugee policy and practices to Thai and NGO officials. Prepares, analyzes and reviews RMA (approximately $500,000) budgets and oversee procurement actions. Position supervises an Office Service Clerk and is directly supervised by the Refugee Coordinator for Southeast Asia.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Bachelor's degree in Business Administration, International Relations or Political Sciences is required;
2. EXPERIENCE: At least three years in refugee-related reporting or work is required; including a minimum of one year experience in working with the Thai government and in accounting, finance or budget experience;

3. LANGUAGE: Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

4. SKILLS AND ABILITIES:

- Must be able to gather, analyze and interpret information from various sources on complex refugee issues;
- Able to well prepare and deliver oral presentations in English.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and

- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/23

OPEN TO: All Interested Candidates / All Sources

POSITION: Truck Driver

OPENING DATE: February 5, 2016

CLOSING DATE: February 18, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-4, starting salary 251,050p.a.
Not-Ordinarily Resident (NOR): FP-AA*
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Truck Driver.

BASIC FUNCTION OF POSITION

The incumbent serves as a Truck Driver and Warehouseman in the General Services Office (GSO)/Property and Supply/Warehouse. S/He drives cars, vans, and up to six-wheel trucks to deliver and receive personnel, furniture, equipment, and appliances at residences, offices, and warehouses per the supervisor's instructions. S/He reports to the Locally Employed Warehouse Supervisor.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Completion of Secondary School is required.

2. EXPERIENCE: At least three years' experience in driving commercial trucks is required.

3. LANGUAGE: Level II (Limited Knowledge) speaking/reading/writing for both Thai and English is required (Provide a copy of valid TOEIC score of at least 400, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office. (A written job knowledge test will also be administered during the interview).

4. SKILLS AND ABILITIES:

- Ability to use forklift and all kinds of vehicles; truck, pick-up truck, cargo van and sedan (must provide a copy of valid truck driving license (ใบขับขี่ ประเภท 2) with application, or application will not be considered).
- Must be capable of performing moderately arduous work, including heavy lifting of at least 50 lbs.
- Must be able to use basic material handling equipment.
  (Required skills and abilities will be tested during the interview.)

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

4) USEFM who is ALSO a preference-eligible U.S. Veteran
5) USEFM OR a preference-eligible U.S. Veteran
6) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

6) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

7) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

8) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

9) The candidate must be able to obtain and hold a security and medical clearance.

10) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

3. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
4. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;

- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: 2016/21(T)

OPEN TO: All Interested Candidates / All Sources

POSITION: ACS Clerk (Front Office), Trainee

OPENING DATE: February 5, 2016

CLOSING DATE: February 18, 2016

WORK HOURS: Example: Full-time, 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, starting salary 251,050 p.a.
Not-Ordinarily Resident (NOR): FP-AA*
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in *Bangkok* is seeking eligible and qualified applicants for the position of *ACS Clerk (Front Office).*

BASIC FUNCTION OF POSITION

The incumbent receives information from telephone inquirers, service clients, and senior colleagues about American Citizen Services primarily related to non-emergency matters such as passport and federal benefit applications and responds by answering basic questions and referring other matters to appropriate resources. S/He provides clerical and operational support for completion of non-emergency citizen service tasks.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Completion of two years of post-secondary education or commercial school is required;

2. **EXPERIENCE**: A minimum of six months of administrative/government service/para-professional in Consular operations or another field involving customer service is required.

3. **LANGUAGE:** Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 <u>before the deadline</u>; otherwise, application will not be considered);

4. SKILLS AND ABILITIES:

- Basic Microsoft Office applications including Word, Excel, and Outlook as well as keyboard/Data Entry/Typing 40 WPM;
- Office machine, telephone operation, and basic numerical skills;

5. JOB KNOWLEDGE:

- Must pass or demonstrate ability to pass FSN Consular Correspondence Courses before being eligible for the full performance level

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1) Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and

2) Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and

- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: 2016/21

OPEN TO: All Interested Candidates / All Sources

POSITION: ACS Clerk (Front Office)

OPENING DATE: February 5, 2016

CLOSING DATE: February 18, 2016

WORK HOURS: Example: Full-time, 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, starting salary 324,136 p.a.
Not-Ordinarily Resident (NOR): FP-9*
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in *Bangkok* is seeking eligible and qualified applicants for the position of *ACS Clerk (Front Office).*

BASIC FUNCTION OF POSITION

The incumbent receives information from telephone inquirers, service clients, and senior colleagues about American Citizen Services primarily related to non-emergency matters such as passport and federal benefit applications and responds by answering basic questions and referring other matters to appropriate resources. S/He provides clerical and operational support for completion of non-emergency citizen service tasks.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Completion of two years of post-secondary education or commercial school is required;

2. **EXPERIENCE**: A minimum of one year of administrative/government service/para-professional in Consular operations or another field involving customer service is required;

3. **LANGUAGE:** Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

4. SKILLS AND ABILITIES:

- Basic Microsoft Office applications including Word, Excel, and Outlook as well as keyboard/Data Entry/Typing 40 WPM;
- Office machine, telephone operation, and basic numerical skills;

5. JOB KNOWLEDGE:

- Complete of FSN Consular Correspondence Courses is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

5. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and

6. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

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- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

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- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and

- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: 2016/22

OPEN TO: All Interested Candidates / All Sources

POSITION: Veterinary Medical Officer

OPENING DATE: February 5, 2016

CLOSING DATE: February 18, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-12, starting salary 1,634,011 p.a.
Not-Ordinarily Resident (NOR): FP-3*
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Soi Bamrasnaradura, Nonthaburi is seeking eligible and qualified applicants for the position of *Veterinary Medical Officer*.

BASIC FUNCTION OF POSITION

Incumbent serves as Veterinary Medical Officer (VMO) and Lead for DGHP's Animal-Human Interface Program (AHIP). As a member of the senior management team, the incumbent provides strategic direction and advice on aspects of public health issues related to zoonotic diseases at the interface between humans and animals and plays a key role in Centers for Disease Control and Prevention (CDC) / Division of Global Health Protection (DGHP) / Global Disease Detection (GDD)'s strategic and action planning. He/She functions as recognized consultant and veterinary medical expert on zoonotic disease surveillance and epidemiology, the prevention and control of zoonotic diseases, and the integration between veterinary and public health research and practice. Duties focus in the following broad areas: surveillance, research, outbreak response and preparedness, training and capacity building, and networking.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Doctor of Veterinary Medicine (DVM) or PhD in animal health/sciences or Epidemiology is required;

2. EXPERIENCE: At least seven years' experience applying population health concepts, principles, practices, methods and techniques is required. Working on Veterinary issues that impact public health, and managing administrative processes of the programs.

3. LANGUAGE: Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

5. JOB KNOWLEDGE:

- Must have understanding of human, animal and environmental health systems in Thailand and be familiar with international organizations (WHO, FAO, OIE) in this area;
- Must be familiar with: research protocols, ethical and privacy issues, policies and strategies to achieve program mission.
- Must have expert knowledge of zoonotic disease surveillance and epidemiology and the prevetion and control of zoonotic diseases.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

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- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when

such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
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- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
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- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
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- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/25
"This is a re-advertisement of announcement from October 9, 2015 (FSN# 2015/90). Applications previously received will also be considered."

OPEN TO: All Interested Candidates / All Sources

POSITION: Chauffeur

OPENING DATE: February 5, 2016

CLOSING DATE: February 25, 2016

WORK HOURS: Full-time, 48 hours/week

SALARY: Ordinarily Resident (OR): FSN-3, starting salary 263,482 p.a.
Not-Ordinarily Resident (NOR): FP-BB*
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Chauffeur.

BASIC FUNCTION OF POSITION

The incumbent drive motor pool sedans, station wagons, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Completion of Secondary school (Mathayom 6) is required;

2. EXPERIENCE: Two years of experience as a professional chauffeur is required;

3. LANGUAGE: Level II (limited knowledge) speaking/reading/writing Thai and English (Provide a copy of valid TOEIC score of at least 400, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office).

4. SKILLS AND ABILITIES:

- Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- Ability to drive *(will be tested)* and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- Basic automotive mechanical ability is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

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5) USEFM OR a preference-eligible U.S. Veteran
6) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

6) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

7) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

8) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

9) The candidate must be able to obtain and hold a security and medical clearance.

10) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

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7. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
8. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration,

or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;

- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok

VACANCY ANNOUNCEMENT NUMBER: 2015/26

OPEN TO: All Interested Candidates / All Sources

POSITION: Public Health Specialist

OPENING DATE: February 5, 2016

CLOSING DATE: February 18, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-11, starting salary 1,202,650p.a.
Not-Ordinarily Resident (NOR): FP-4*
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Soi Bamrasnaradura, Nonthaburi is seeking eligible and qualified applicants for the position of Public Health Specialist at the US Centers for Disease Control and Prevention.

BASIC FUNCTION OF POSITION

The job holder serves as a senior-level health scientist for research and programmatic public health activities conducted by the International Emerging Infections Program (IEIP) at the Global Disease Detection Regional Center Nonthaburi, Thailand. Responsible for managing the collaboration between the agency and host government ministries, academic and funding institutions and other organizations that support emerging infectious disease detection and research activities. Provide technical expertise and assistance to detect the emergence and spread of new infectious diseases, focused primarily on antimicrobial-resistant infections.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Doctoral level degree in public health or biomedical sciences is required;

2. EXPERIENCE: At least five years progressively responsible work in health research, or a related field, managing and coordinating health programs is required;

3. LANGUAGE: Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 <u>before the deadline</u>; otherwise, application will not be considered);

4. SKILLS AND ABILITIES:

- Must have advanced skills in study design, data management and analysis and experience with analytic software such as Microsoft Access, SPSS, SAS and STATA

5. JOB KNOWLEDGE:

- Have basic knowledge of laboratory procedures and methodologies used in testing for emerging infections and quality assurance standards and methods.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4) The candidate must be able to obtain and hold a security and medical clearance.

5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

WHERE TO APPLY:

Human Resources Office **Talent Recruitment and Staffing Unit**
E-mail Address: **bkkrecruitment@state.gov**

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- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent

dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
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- U.S. Citizen; **and**
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- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
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- U.S. Citizen; **and**
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- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;

- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

USAID

FSN# 2016/1
Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-6

OPENING DATE: January 15, 2016

CLOSING DATE: February 11, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-6 ฿362,706 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position Administrative Associate to Office of Financial Management (OFM) in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The administrative associate is responsible for performing routine administrative duties mainly involving files and records management, secretarial, and general office support for the Office of Financial Management (OFM). S/he will be the primary person responsible for all filing and record keeping for the Accounting and Budget Sections in OFM. This includes classifying, coding, organizing, and maintaining official office files, which include but are not limited to accounting funding and budget documents, travel records, memoranda, cables, and other office records. The files should be kept according to the established system and in compliance with the USG filing/records management requirements. The incumbent assists the OFM Administrative Assistant in providing a wide range of administrative and secretarial support such as travel and transportation arrangement, coordinating meetings, assembling documents, typing, copying, scanning, and backstopping the Administrative Assistant and OFM team members as assigned. Back up duties for the Administrative Associate include serving as the Time & Attendance Coordinator, logging and tracking funding requests, preparing supporting documentation for funding requests, and conducting other administrative duties which will require discretion according to agency guidelines.

MAJOR RESPONSIBILITIES:

The detail of responsibilities includes to the following:

- Establish and maintain files and records for the Accounting and Budget Sections of the Office of Financial Management (OFM). The official filing system requirement is an essential component

of the OFM's function and requires a skilled person to ensure that all office files contain required documents and are up to the standards per the Automated Directives System (ADS) filing and records management requirements.

- Demonstrate initiative in reading filing/records regulations and understand the basic content of the documents and their context with regards to OFM's operation.

- Assist the Administrative Assistant in providing administrative and secretarial support to OFM as well as serves as a back-up person in the absence of the Administration Assistant.

- Provide administrative support to OFM for routine administrative tasks such as assembling supporting documents (contracts, invoices, travel requests, vouchers and authorizations) for funding and payment requests for accountants and voucher examiners; backing up documents, typing, data entry, copying, distributing/hand carrying office documents such as urgent documents, answering the telephone, and providing readily available information to telephone callers and visitors, referring callers and visitors to appropriate staff or taking notes if required.

- Assist with arranging travel and transportation for OFM staff and TDYers, using E2 (electronic travel management application) to arrange travel for staff, arranging meeting and venue with other offices and partners for OFM staff and conducting document research on funding and payment issues requested by OFM staff.

- Responsible for the distribution of mail and other documents to appropriate staff within OFM.

- Backstop OFM as a Time and Attendance Coordinator and tracks all incoming-outgoing office documents in the absence of the Administration Assistant.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

(1) **Education:** university/college degree in Business/Public Administration, Accounting/Financial, Information Technology, Social Science or Arts is required.

(2) **Experience (30 points):** The position requires at least one to two years of administrative/secretarial experience that includes filing duty.

(3) **Language:** Level 3 (Good working knowledge) of English and Thai are required.

(4) **Knowledge (30 points):** Good working knowledge of computer programs and systems is required. Demonstrate ability to obtain working knowledge of the agency regulation, procedures and policies is required. Demonstrate ability to obtain good working knowledge of USG records management system, instructions and procedures is required.

(5) **Skills and Abilities (40 points):** High degree of filing/records administration is required. Must have proficiency in Microsoft Office (Word, Excel, Access and PowerPoint), and using the internet. Must possess other computer skills, such as database management, adobe will be an advantage. Ability to work in a team environment and adapt to the existing work environment is required. Must possess good communication and interpersonal skills. High accuracy for data entry is required.

SELECTION PROCESS:

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 600 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 11, 2016

FSN# 2016/10
Accounting Technician

OPEN TO: All Interested Candidates

POSITION: Accounting Technician, FSN-8

OPENING DATE: January 15, 2016

CLOSING DATE: February 18, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-8 ฿586,405 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Accounting Technician to Office of Financial Management (OFM) in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The Accounting Technician performs the full range of professional accounting duties in planning, designing, analyzing, evaluating and coordinating assigned accounting functions, including reviewing and posting of operating expense (OE) and project funded documents; reconciliation of daily accounting transactions; and maintaining OE and program/activity files.

MAJOR RESPONSIBILITIES:

- Conduct initial review of all OE and program funded documents to determine reasonableness of budget estimates, mathematical accuracy, propriety of financial provisions and funds availability; provides the necessary fund account codes when a fund cite is required.

- Participates in meetings with technical offices (e.g. quarterly accrual meeting) providing financial information and assisting in program financial monitoring.

- Conduct funding review and verification of commitments for OE and program purchase orders in GLAAS (USAID Procurement System).

- Record transaction, in compliance with regulations and coding conventions, in Phoenix System (USAID Financial System) through posting and reconciling daily transactions;

- Process batch postings of disbursements from the Mission voucher tracking and payment system (Phoenix); prepares and posts journal vouchers; computes and posts recurring obligations.

- Establish new account code for all new vendors and maintains vendor records in Phoenix system.

- Review and track all travel authorizations, travel requests and administrative support costs, Blanket Travel Authorization for USAID/Thailand, Vietnam and Timor-Leste.

- Responsible for required month-end postings, reconciliations and reporting procedures as well as quarterly, year-end and ad hoc reporting requirements.

- Reconcile ledgers and perform quarterly 1311 review analysis and postings of all OE allowances, obligations and sub-obligations to verify the legality and reasonableness of balances maintained.

- Conduct quarterly accruals verification and reporting processes on accruals estimation submitted by COTRs/AOTRs.

- Other required tasks are quarterly testing on accruals estimations and improper payment (IPIA) to comply with A-123 Internal Controls Assessment.

- Perform annual 1099 vendors review and prepare required reporting to USAID/Washington.

- Conduct any ad hoc duties assigned by Chief Accountant or Financial Management Officers, such as but not limited to OE budget analysis; ICASS budgeting; invoice/report preparation and database/plan maintenance; Annual Federal Management Financial Integrity Act assessment and reporting.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

(6) **Education:** A bachelor's degree in Accounting, Financial Management, Business Administration or other related field with at least 12 credit hours (4 courses) in accounting or finance is required.

(7) **Experience (35 points):** Three years' progressively responsible experience in accounts maintenance, bookkeeping or a closely related accounting work is required.

(8) **Language:** Level IV, strong written and oral proficiency in English is required. Level IV (Native Speaker) in Thai is also required.

(9) **Knowledge (30 points):** Ability to obtain thorough knowledge of USAID accounting policies, procedures, and regulations governing the maintenance, reconciliation, balancing and closing of USAID accounts is required. A good knowledge of accounting principles practices and specific knowledge of the terminology of the used with a variety of accounting procedures to perform Phoenix data entry duties is required.

(10) **Skills and Abilities (35 points):**

- Ability to analyze a variety of accounting documents and determine appropriate types of entries and adjustments is required.
- Ability to record, reconcile, and balance accounts is required.
- Ability to use an automated accounting system is required.
- Proficiency in MS Word, spreadsheet (Excel), Phoenix, GLAAS and other computer software programs is required.
- Ability to apply regulatory requirements concerning accounting policies and procedures is required.
- Ability to communicate effectively in both oral and written is required. Superior communication and interpersonal skills are required to maintain dialogue with staff at both the Mission and partner organizations and to advise them of financial documentation and reporting requirements.

SELECTION PROCESS:

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 18, 2016

FSN# 2016/11
A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates

POSITION: A.I.D. Project Management Specialist (Malaria), FSN -12

OPENING DATE: January 15, 2016

CLOSING DATE: February 11, 2016

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: **FSN-12**

SALARY: FSN-11 ฿ 1,202,650 per annum (Starting salary)
The position is classified at FSN-12 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's experience, and at the discretion of USAID/RDMA, the incumbent may be hired at FSN-11 "development" level for the first year of employment. After one year, promotion to FSN-12 will be subject to successful performance. Promotion to the target FSN-12 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) to Office of Public Health in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The Regional Development Mission for Asia (RDMA) A.I.D. Project Management Specialist (Malaria) supports the President's Malaria Initiative (PMI) Regional Malaria Advisor in program planning, management, implementation, policy and monitoring and evaluation. These responsibilities require the incumbent to be familiar with development principles and approaches, host country requirements, and U.S. Government procedures for working in presence countries such as Burma and Cambodia, and non-presence country, such as Laos and Thailand. The incumbent, moreover, must have situational assessment and interpretation skills, timely decision making ability, extensive judgment in planning and carrying out tasks, and strong interpersonal and team-building skills. She/he is expected to be well-versed in strategic planning, budget formulation, monitoring, evaluation, and policy dialogue. The incumbent must have a good working knowledge of project management procedures and systems, an understanding of national and sub-national level health sector development issues, and engage in donor coordination.

The A.I.D. Project Management Specialist shall liaise with backstops for PMI in USAID/Washington, counterparts in U.S. Centers for Disease Control and Prevention (CDC) in Atlanta, USAID personnel

working within and overseeing the RDMA Mission's activities related to malaria control. As appropriate, the A.I.D. Project Management Specialist will provide managerial and technical support to National Malaria Control Programs (NMCPs) staff in the six Greater Mekong Sub-region (GMS) countries to build capacity within the NMCPs.

MAJOR RESPONSIBILITIES:

A. Program Management (30%)

- Provide oversight and program management support to the PMI team in implementing malaria program activities; in consultation with the Director, RDMA/OPH, the Malaria Specialist will be required to communicate regularly and work jointly with other members of the USAID RDMA health team, USAID/Washington Global Health Bureau and PMI team, and CDC Atlanta;

- Provide technical support on malaria within RDMA's health portfolio, including maternal and child health, nutrition, community health interventions, and global health security;

- Work in collaboration with the NMCPs and PMI team to assist in the development of Annual Malaria Operational Plans (MOPs) and partner work plans in line with PMI objectives and goals. This will include case-management and diagnostics of malaria and the procurement and distribution of malaria commodities.

- Lead Mission technical outreach with grantee and contractor partners regarding required and requested program monitoring and reporting; collecting, managing, and analyzing data and information related to USAID supported programs;

- Provide technical guidance and leadership in collaborating with the U.S. Government team and technical working groups; manage evaluation tasks; malaria program audits, and other strategic information actions within their technical areas;

- Keep the Regional Malaria Advisor at RDMA and PMI team regularly informed of program implementation progress, results and issues/problems on a timely basis.

B. Strategic Planning and Budgeting for Program Activities (10%)

- Provide technical and program management advice and coordinate USAID's involvement in preparation of RDMA planning and budget documents with a particular focus on development of operational plans, semi-annual and annual progress reports, and various documents required;

- Perform budget formulation duties involved in the process of preparing detailed analyses and estimates of annual funding needs;

- Coordinate with relevant staff in the development and oversight of automated systems for tracking the principal budgetary processes including Operating Year Budget levels, allowances, obligations, Congressional Notifications, earmarks/directives, and mortgages and modifies those systems throughout the year to track budgetary information;

- Coordinate with other donor agencies and international organizations such as Department for International Development, Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM), the World Bank, World Health Organization, etc. on implementation and policy issues.

C. Management and Technical Oversight of Implementing Partner Organizations (30%)

- Serve as Contracting / Agreement Officer's Representative or activity manager for selected USAID- and PMI-supported cooperative agreements and contracts and ensure all necessary documentation and USAID processes are followed.

- Provide management and technical guidance to implementing partners who carry out activities within the RDMA health and PMI portfolio;

- Oversee and coordinate the visits of PMI headquarter staff, short-term advisors, evaluators, auditors and other in-country visitors associated with assigned PMI activities; prepare diplomatic notes and other clearance documents as required;

- Ensure that documentation of PMI activities is prepared and submitted in a timely fashion, with adequate time for the RDMA and other U.S. Government agencies to review and clear.

D. Monitoring and Evaluation of Malaria Activities (20%)

- Provide support for evaluating selected PMI activities by ensuring that performance monitoring systems are in place and in line with PMI guidance.

- Assist in developing an Monituring & Evaluation (M&E) plan in line with the PMI targets, as well as ensure that PMI partners develop project monitoring plans and report in a timely manner on their activities.

- Review partners' quarterly reports and provide guidance for implementing work plans.

- Track partner performance data as well as data from other programs and donor agencies; provide updated information to OPH and other RDMA senior staff as needed.

- Document activities of USAID-supported implementing partners, i.e., establish routine communications, conduct site visits and inspections, maintain up-to-date information and files on the status of partner activities, resources and work plans.

- Monitor activities undertaken by implementing partners, track progress against program descriptions, implementation plans and work plans, assess progress and barriers to achievement, recommend action for improvement or modifications to address problems, and document and highlight results.

E. Interagency Coordination and Administrative Management (10%)

- Organize and participate substantively in inter-agency strategic planning and meetings for purposes of discussing and developing strategies for furthering the programs.

- Prepare and occasionally present briefings for Congressional and Executive delegations, and other high-level visitors; participate in making arrangements for visits and serve as spokesperson as required. Serve as control officer for some site visits for agency and inter-agency senior-level officials such as facilitate site visits for RDMA staff and delegations from the PMI, Congress, White House, State Department and other agencies; prepare orientation materials and assist with visa coordination/applications.

- Prepare correspondence and cables related to implementation, management and evaluation of assigned health program activities.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

(1) **Education:** Master degree with a specialization in one of the following areas and knowledge of the others: medicine, public health, epidemiology, social sciences, veterinary sciences, entomology, or microbiology with familiarity in technical aspects of infectious diseases including malaria is required.

(2) **Experience (30 points):** The incumbent is required to have worked a minimum of ten years (10) of professional experience managing and implementing public health programs in developing countries. Within those ten (10) years, at least five (5) years' experience in infectious diseases. The incumbent must have experience in working with and advising senior officials, and managing programs without direct, on-site supervision.

(3) **Language:** Level IV, strong written and oral proficiency in English and Thai is required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position.

(4) **Knowledge (30 points):** A comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions is required. Practical knowledge of health services and the international/national/local infectious diseases response is required. Substantial reliance is placed on the incumbent's professional acumen and judgment where her/his advice is sought on important and at times on extremely sensitive matters; in functional programs that involve comprehensive program planning which s/he actively participates in the planning process and which may require quick and decisive actions or decisions.

(5) **Skills and Abilities (40 points):**

The Project Management Specialist (Malaria) must be able to;

- Plan, develop, manage and evaluate important and complex programs in conjunction with RDMA technical advisors.

- Organize and present technical information in concise written and oral form, particularly for non-health audiences.
- Demonstrate strong quantitative and analytical skills through obtaining, analyzing, and evaluating a variety of data.
- Furnish information and provide advice in assigned areas objectively.
- Follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight.
- Demonstrate proficiency in word processing, spreadsheets, databases and other computer applications.
- Establish and maintain contacts at all organizational levels including communities and with stakeholders in the non-governmental arena in order to explain USAID health, infectious diseases and animal health-specific project/program policies, objectives and procedures.
- Transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials, Mission Management and U.S. Embassy Officials including the Ambassador and the Deputy Chief of Mission.
- Demonstrate potential to acquire knowledge of U.S. Government legislation relating to public health, infectious disease and animal health development assistance; USAID programming policies, regulations, procedures, and documentation; a thorough understanding of the objectives, methodology, and status of the USAID's overall Development Assistance Objectives and health program goals.
- Demonstrate excellent interpersonal skills and commitment to manage a very complex and demanding program that is highly visible and vital to U.S. interests.
- Travel extensively to project sites in the GMS countries.

SELECTION PROCESS

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

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CLOSING DATE FOR THE POSITION: February 11, 2016

FSN# 2016/27
Project Management Specialist (Vulnerable Populations)

OPEN TO: All Interested Candidates

POSITION: Project Management Specialist (Vulnerable Populations), FSN-11

OPENING DATE: February 5, 2016

CLOSING DATE: March 3, 2016

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: FSN-11

SALARY: FSN-10 ฿ 863,567 per annum (Starting salary). The position is classified at FSN-11 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's experience, and at the discretion of USAID/RDMA, the incumbent may be hired at FSN-10 "development" level for the first year of employment. After one year, promotion to FSN-11 will be subject to successful performance. Promotion to the target FSN-11 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Thailand is seeking an individual for the position of Project Management Specialist (PMS) in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The PMS serves as a technical advisor on vulnerable population issues for the USAID/RDMA's Governance and Vulnerable Populations Office (GVP). The PMS supports the implementation of the Mission's Vulnerable Populations Project, which seeks to enhance the ability of select vulnerable populations to exercise their rights. The jobholder will lead in the design, implementation, coordination and evaluation of project activities across a broad range of issues that benefit vulnerable populations regionally. The PMS serves as technical representative for grants, contracts, and/or cooperative agreements; monitors and evaluates awardee performance; recommends methods for improved performance; develops implementation oversight plans, and performs regular financial tracking and oversight. The PMS will manage and/or support projects related to GVP's complex and politically-sensitive flagship project supporting advocacy for Asia's lesbian, gay, bisexual, transgender and intersex people and the broader vulnerable populations portfolio, which includes support to ethnic minorities, persons with disabilities and persons vulnerable to human trafficking. Within GVP, the PMS reports to the Vulnerable Populations Team Lead. The position requires work related travel to countries within the Asia-Pacific region.

MAJOR RESPONSIBILITIES:

The incumbent provides programmatic and technical support to USAID-funded regional programming in addition to assisting with strategic planning, framework development, management and/or implementation of other GVP project activities as needed. Detailed responsibilities include:

A. Grants/Project/Program Management: 40%

1. Serve as the Agreement or Contract Officer Representative (AOR/COR) to provide day-to-day management of contracts or agreements, as well as sub-grants and sub-contracts for assigned GVP project activities within a diverse portfolio. The position may also serve as alternate AOR/COR on contracts or agreements.
2. Develop and implement project activity Monitoring and Evaluation (M&E) systems with implementing partners.
3. Meet frequently with project implementers and conduct regular sites visits to monitor their program activities.
4. Coordinate closely with the primary implementing partner and/or local grantees to ensure timely submission of reports, including quarterly reports, financial reports, and indicator data.
5. Review narrative reports and communicate key project successes and/or concerns to appropriate GVP and RDMA colleagues.
6. Recommend actions to GVP partners to improve program activities and follow up to ensure recommendations are carried out.
7. Review financial reports from GVP project implementers to monitor financial indicators, such as expenditures, burn rates, pipelines, need for incremental funding, congruity of expenditures against activities, approve vouchers.
8. Provide technical advice and collaboration in program development with implementing partners, including approval of grant proposals.
9. Manage field support activities, including review and approval of proposed worked plans.
10. Provide direction, monitoring and evaluation and day-to-day field oversight of projects within his/her portfolio.

B. Program Development and Strategy: 20%

1. Serve as a key member of the GVP team on program management and strategic planning issues.
2. Assist in the design of innovative vulnerable populations activities as diverse as trafficking in persons, democracy and governance, humanitarian assistance, and refugee issues.
3. Develop Statements of Work (SOWs) as they relate to project activities.
4. Design and manage appropriate systems to track specific field support activities and their budgets.
5. Make recommendations to USAID partners and other GVP members on improvements in program implementation.
6. Provide technical assistance in program design, implementation and evaluation of GVP activities across the region.
7. Provide direction and capacity building for local and international Non-Governmental Organizations (NGOs) implementing USAID activities as well as oversight for pubic international organizations (PIOs) as appropriate.

C. Technical Advisor/Liaison: 20%

1. Serve as the lead technical advisor on a wide range of human rights and vulnerability issues, such as Lesbian, Gay, Bisexual, and Transgender (LGBT) civil society development, disability issues, human trafficking vulnerability and humanitarian assistance.

2. Coordinate and develop partnerships in support of GVP's activities by representing USAID in donor and diplomatic meetings; strengthening networks and partnerships with local, national, and international organizations, and interacting with key US Government (USG) and Asia regional counterparts.
3. Directly undertake negotiations with agreement partners, sub-grantees, associated government counterparts and other decision-makers on issues affecting the vulnerable populations program performance, implementation, evaluation, impact and sustainability issues and/or other program matters.
4. Provide issues-oriented briefings and presentations for RDMA on vulnerable populations programming and recent socio-political developments affecting those programs.
5. Promote civil society strengthening, especially related to building sustainable advocacy networks.
6. Provide expert advice and analysis to senior members of USAID/RDMA and partner organizations in such issues as inclusive development, political processes, human rights and other related areas.

D. Analysis, Assessment, Research: 20%

1. Collect quarterly, annual, and periodic programmatic data for analysis and discussion.
2. Analyze project data and synthesize narrative reports to contribute to RDMA's Operational Plans, Congressional Budget Justification, and Performance Monitoring Plan. This task includes: 1) tracking performance data for GVP activities from partners, as well as international, governmental and nongovernmental sources; 2) preparing inventories of current indicators, information collected, and information needed; 3) proposing options for more effective and efficient data collecting methods; 4) verifying data accuracy; 5) determining whether data is in accordance with performance indicators.
3. Collate project data and synthesize reporting to contribute to RDMA's annual internal operating unit reports and portfolio reviews.
4. Research latest information and intervention methodologies for relevant development activities.
5. Represent USAID at regional and national level conferences and workshops and be able to explain and discuss GVP programs and related development issues.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

(1) **Education:** A Master's Degree in International Development, Public Policy, Business or Public Administration, Economics, Trade, or other related disciplines in art or the social sciences is required.

(2) **Experience (25 points):** A minimum of five (5) years of mid- to senior-level experience in international development is required, which should include at least three years of experience developing, implementing and evaluating vulnerable populations and human rights-related programming with an international donor or implementing partner.

(3) **Language:** Level IV (fluent) English and Level IV (fluent) Thai proficiency is required.

(4) **Knowledge (25 points):**

- A comprehensive knowledge of the concepts, principles, techniques and practices for implementing development interventions in inclusive development, human rights, vulnerable populations, democracy/governance and/or humanitarian assistance is required.

- Understanding of regional country governmental and non-governmental entities is needed to fulfill the responsibilities of this position with a particular emphasis on knowledge and background related to LGBT human rights and advocacy.

- General knowledge of the development issues in Southeast Asia and the organizations involved in development activities is required.

- Knowledge and experience in development project design, implementation, management and evaluation and demonstrate potential to acquire such knowledge, of U.S. Government legislation related to humanitarian and development assistance, programming policies, regulations, procedures, and documentation is required.

(5) **Skills and Abilities (50 points):**

- Must be able to manage the entire project cycle including program design, implementation, evaluation and learning; manage field support activities, including review and approval of work plans, monitoring and evaluation plans, and reports; review financial reports and monitor financial indicators.

- Must be able to obtain, analyze, and evaluate a variety of data; organize and present technical information in concise written and oral form; plan, develop, manage and evaluate important and complex programs independently; furnish information and advice in assigned areas objectively.

- Excellent interpersonal, communication, financial management and negotiation skills in order to facilitate productive professional relationships with other members of the team, and evaluate partners, and with national counterparts are required.

- Must be able to maintain the highest levels of professional conduct including impeccably ethical behavior; work calmly, tactfully and effectively under pressure; demonstrate professional flexibility to complete work on time; effectively manage more than one activity at a time; and work effectively as a team member in an established culturally diverse Mission team environment.

- Must be proficient in word processing, spreadsheets, databases and other computer applications (i.e., Microsoft Office, Excel, PowerPoint); and use of the Internet and associated technical processes.

SELECTION PROCESS:

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position.

Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

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CLOSING DATE FOR THE POSITION: March 3, 2016

FSN# 2016/28
Secretary

OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-6

OPENING DATE: February 5, 2016

CLOSING DATE: February 18, 2016

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: FSN-6

SALARY: ฿ 362,706 per annum (Starting salary).

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

As a member of the Governance and Vulnerable Populations Office (GVP) in USAID/RDMA based in Bangkok, the incumbent will report to and assist the Administrative Assistant for the full range of secretarial/clerical services and administrative support and assistance to GVP staff members. Duties include providing typing, filing, travel arrangement, scheduling and coordination services including maintaining day-to-day contact and program interaction with partners and appropriate personnel at the RDMA, USAID/Washington, USAID Missions, US Embassies and other US government agencies. The incumbent will also be expected to ensure that efficient and effective administrative office operations are maintained and exercise discretion with respect to activities in the absence of the Administrative Assistant.

MAJOR RESPONSIBILITIES:

The detail of responsibilities includes to the following:

I. SECRETARIAL FUNCTIONS: 50%

1. Types and formats a variety of communications from handwritten and draft some documents such as letters of correspondences, memoranda, reports, travel voucher, forms and faxes and official transmittal in English and Thai prior to submitting to the GVP team members for approval.

2. Receives incoming telephone calls and visitors and screen incoming telephone calls to determine the appropriate level of required response.

3. Assists the Administrative Assistant in arranging all kind of travels and transportations for GVP team members, eligible family members and Temporary Duty Travelers (TDYers), using E2 (electronic travel management application) and paper to arrange travel for GVP staff.

4. Works closely with and assist the Administrative Assistant in organizing conferences, seminar, workshops and meetings which may include preparing briefing materials and/or packages, reserving the rooms, ensuring the meeting facility is operated effectively, and providing logistical support related to the conferences and events.

II. GVP OFFICE MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES: 50%

1. Time and Attendance: Prepares, submits and maintains, as appropriate, time and attendance data for each pay period including leave records for all categories of staff and keep communication with Office of Financial Management (OFM) to ensure correctness of payroll and leave records. The incumbent will maintain updated system of time and attendance records, in coordination with OFM.

2. Office Supplies and Equipment: Prepares requisitions for office supplies, repairs of office equipment, printing services on a regular basis to ensure the efficiency of office supplies and equipment.

3. Records Management: As GVP File Custodian, develops and maintains compatible official filing system for GVP programs on a regular and up-to-date basis in compliance with USAID Records Management guidelines.

4. Tracks various other documents and follow up as appropriate. Records all incoming/outgoing documents into the GVP logbook to ensure the documents are in the system.

5. Prepares and processes documentation for the obligation and reimbursement for GVP team members and Regional Office of Transition Initiatives (OTI) Advisor's allowances and other expenses, such as health insurance, storage insurance, education allowance, entitlement shipping expense, as incurred.

6. Assist the Administrative Assistant in providing administrative and secretarial support to GVP as well as serves as a back-up person in the absence of the Administration Assistant.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

(1) **Education:** Secondary Schooling is required.

(2) **Experience (20 points):** A minimum of one year of progressively more responsible experience in the field of secretarial/administrative management with a U.S. Government Agency or international company/organization is required.

(3) **Language:** Level III speaking/reading and writing English and Thai are required.

(4) **Knowledge (40 points):** The incumbent must possess the secretarial and administrative knowledge required to carry out/perform the duties/responsibilities of the position.

(5) **Skills and Abilities (40 points):**

1. Proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, Google Doc, Google Spreadsheet, Google Presentation skills) is required;
2. Good prioritization skills, ability to meet deadlines and follow through to assignment completion with minimal oversight are required;
3. Ability to work in a team as well as under pressure are required;
4. Excellent communication and interpersonal skills are required;
5. Ability to establish and maintain collaborative and effective working relations within GVP and other RDMA offices, internal/external contacts, consultants from Washington, various partners, other USAID missions, other international organizations, and maintain strict CONFIDENTIALITY relating to all areas of USAID matters are required.

SELECTION PROCESS:

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 600 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

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CLOSING DATE FOR THE POSITION: February 18, 2016

FSN# 2016/28
Secretary

OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-6

OPENING DATE: February 5, 2016

CLOSING DATE: February 18, 2016

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: FSN-6

SALARY: ฿ 362,706 per annum (Starting salary).

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

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JOB SUMMARY:

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MAJOR RESPONSIBILITIES:

The detail of responsibilities includes to the following:

III. SECRETARIAL FUNCTIONS: 50%

1. Types and formats a variety of communications from handwritten and draft some documents such as letters of correspondences, memoranda, reports, travel voucher, forms and faxes and official transmittal in English and Thai prior to submitting to the GVP team members for approval.

2. Receives incoming telephone calls and visitors and screen incoming telephone calls to determine the appropriate level of required response.

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4. Works closely with and assist the Administrative Assistant in organizing conferences, seminar, workshops and meetings which may include preparing briefing materials and/or packages, reserving the rooms, ensuring the meeting facility is operated effectively, and providing logistical support related to the conferences and events.

IV. GVP OFFICE MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES: 50%

1. Time and Attendance: Prepares, submits and maintains, as appropriate, time and attendance data for each pay period including leave records for all categories of staff and keep communication with Office of Financial Management (OFM) to ensure correctness of payroll and leave records. The incumbent will maintain updated system of time and attendance records, in coordination with OFM.

2. Office Supplies and Equipment: Prepares requisitions for office supplies, repairs of office equipment, printing services on a regular basis to ensure the efficiency of office supplies and equipment.

3. Records Management: As GVP File Custodian, develops and maintains compatible official filing system for GVP programs on a regular and up-to-date basis in compliance with USAID Records Management guidelines.

4. Tracks various other documents and follow up as appropriate. Records all incoming/outgoing documents into the GVP logbook to ensure the documents are in the system.

5. Prepares and processes documentation for the obligation and reimbursement for GVP team members and Regional Office of Transition Initiatives (OTI) Advisor's allowances and other expenses, such as health insurance, storage insurance, education allowance, entitlement shipping expense, as incurred.

6. Assist the Administrative Assistant in providing administrative and secretarial support to GVP as well as serves as a back-up person in the absence of the Administration Assistant.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

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(3) **Language:** Level III speaking/reading and writing English and Thai are required.

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(5) **Skills and Abilities (40 points):**

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2. Good prioritization skills, ability to meet deadlines and follow through to assignment completion with minimal oversight are required;
3. Ability to work in a team as well as under pressure are required;
4. Excellent communication and interpersonal skills are required;
5. Ability to establish and maintain collaborative and effective working relations within GVP and other RDMA offices, internal/external contacts, consultants from Washington, various partners, other USAID missions, other international organizations, and maintain strict CONFIDENTIALITY relating to all areas of USAID matters are required.

SELECTION PROCESS:

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CLOSING DATE FOR THE POSITION: February 18, 2016