

We are currently accepting applications for the following positions:

**Open to All Interested Candidates:**

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

**Vacancy Announcement No. / Position Title**

**Bangkok**

[FSN#2016/66 / Physician](#)

[FSN#2016/75\(T\) / Supervisory ACS Assistant](#)

[FSN#2016/75 / Supervisory ACS Assistant](#)

[FSN#2016/81 / Veterinary Medical Officer](#)

[FSN#2016/85 \(T\) / Engineering Assistant](#)

[FSN#2016/85 / Engineering Assistant](#)

[FSN#2016/86 \(T\) /Fraud Investigator](#)

[FSN#2016/86 /Fraud Investigator](#)

[FSN#2016/90 /Procurement Clerk](#)

[FSN#2016/92/Mail Clerk](#)

**Chiang Mai**

[FSN#2016/88 \(T\) / Administrative Clerk](#)

[FSN#2016/88 / Administrative Clerk](#)

**USAID**

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

[FSN# 2016/77 / Project Accountant](#)

[FSN# 2016/78 / Acquisition and Assistance Specialist \(Closeout Specialist\)](#)

[FSN# 2016/84 / Computer Management Assistant \(Audio-Visual\)](#)

[FSN# 2016/89 / Secretary](#)

**U.S. Mission Bangkok**  
**Vacancy Announcement Number: FSN#2016/66**

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Physician

**OPENING DATE:** April 29, 2016

**CLOSING DATE:** June 30, 2016

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

**SALARY:** Ordinarily Resident (OR): FSN-12 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 for definition) MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

**BASIC FUNCTION OF POSITION**

The LES physician must have a valid physician license. The incumbent is expected to provide primary outpatient medical care services to all eligible American Employees and family members. Emergency and occupational health services are to be afforded all employees of the American Embassy. Services will be provided through direct patient evaluation, examination and treatment. Prescriptions when appropriate are to be written or ordered and/or referrals to reputable and responsible specialists are to be made. The incumbent is expected to oversee referral and implementation of recommendations from consultants when appropriate. The LE Staff physician is responsible for determining when hospitalization is appropriate for medical care, and arranges appropriate attending physicians and medical facilities where medical services can be provided. The incumbent must be willing to share in after-hours call schedule.

**QUALIFICATIONS REQUIRED**

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

- 1. EDUCATION:** Medical Degree, completion of an approved internship and residency, and a current valid medical license are required.

2. **EXPERIENCE:** A formal internship and a minimum of three years of formal residency training or equivalent training as certified by M/MED and progressive experience in internal medicine, family practice or emergency medicine are required.

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

**4. SKILLS AND ABILITIES:**

- Able to logically and objectively analyze patient problems, apply sound clinical judgement in assessing possible solutions is required.
- Maturity, stability, objectivity, resourcefulness, adaptability and sound professional judgement

**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](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

1. AEFM / USEFM who is a preference-eligible U.S. Veteran\*
2. AEFM / USEFM
3. FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of 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 the following: local security certification and medical clearance, etc.)
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. Failure to do so may result in a determination that the applicant is not qualified.

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);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

**WHERE TO APPLY:**

**Regional Human Resources Office:** Talent Recruitment and Staffing Unit  
**E-mail Address:** [bkkrecruitment@state.gov](mailto: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 (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is 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; **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 for employment purposes 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 for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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#2016/75(T)**

***“This is a re-advertisement of announcement from April 22, 2016 (FSN#2016/62).  
Applications previously received will also be considered”.***

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Supervisory ACS Assistant, Trainee

**OPENING DATE:** May 13, 2016

**CLOSING DATE:** June 16, 2016

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

**SALARY:** Ordinarily Resident (OR): FSN-8 THB 586,405 p.a.  
Not-Ordinarily Resident (NOR): FP-6  
\*Final grade/step for NORs will be determined by Washington.

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

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

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

### **BASIC FUNCTION OF POSITION**

To serve as supervisor of the Special Citizen Services (SCS) sub-unit and act as case worker, working both independently and with Consular Officers, to provide assistance to U.S. citizens facing a wide variety of difficulties including but not limited to; destitution, deaths, estate, medical and emotional problems, welfare/whereabouts inquiries, and other difficulties encountered in Thailand.

### **QUALIFICATIONS REQUIRED**

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

- 1. EDUCATION:** A minimum two years of general college studies is required.
- 2. EXPERIENCE:** At least five years' experience of progressively responsible experience involving the applications of complex regulatory material relates to consular/ACS functions and
- 3. sub-functions is required.**

4. **LANGUAGE:** Level IV (Fluent) speaking/reading/writing Thai and English is required. A copy of valid TOEIC score of at least 855 is required with your application before the deadline.
5. **SKILLS AND ABILITIES: (Please confirm if you meet this requirement)**
  - Must be able to represent the Consular Section at meetings with mid-low level government contacts.
  - Should be proficient in word processing, Microsoft Outlook and Excel.
6. **JOB KNOWLEDGE: (Please confirm if you meet this requirement)**
  - Must have thorough knowledge about host country government organs and how they operate to best assist U.S. citizens; e.g. Thai Royal Police, Thai Immigration, Department of Corrections, Ministry of Foreign Affairs, Ministry of Justice, Child Welfare et al

**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](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

1. AEFM / USEFM who is a preference-eligible U.S. Veteran\*
2. AEFM / USEFM
3. FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of 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 the following: local security certification and medical clearance.
5. Candidates who are EFM, USEFM, AEFM, 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. Failure to do so may result in a determination that the applicant is not qualified.

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);
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WHERE TO APPLY:

**Regional Human Resources Office:** Talent Recruitment and Staffing Unit  
**E-mail Address:** [bkkrecruitment@state.gov](mailto: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 (DEFINITIONS)

**Eligible Family Member (EFM):** An EFM for employment purposes is 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; **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 for employment purposes 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 for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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#2016/75

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*Applications previously received will also be considered”.*

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Supervisory ACS Assistant

**OPENING DATE:** May 13, 2016

**CLOSING DATE:** June 16, 2016

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

**SALARY:** Ordinarily Resident (OR): FSN-9 THB 653,272 p.a.  
Not-Ordinarily Resident (NOR): FP-5(Step 1 thru 4)  
\*Final grade/step for NORs will be determined by Washington.

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**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

### **BASIC FUNCTION OF POSITION**

To serve as supervisor of the Special Citizen Services (SCS) sub-unit and act as case worker, working both independently and with Consular Officers, to provide assistance to U.S. citizens facing a wide variety of difficulties including but not limited to; destitution, deaths, estate, medical and emotional problems, welfare/whereabouts inquiries, and other difficulties encountered in Thailand.

### **QUALIFICATIONS REQUIRED**

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- 1. EDUCATION:** A minimum two years of general college studies is required.
- 2. EXPERIENCE:** At least five years’ experience of progressively responsible experience involving the applications of complex regulatory material relates to consular/ACS functions and sub-functions. S/he requires at least six months of supervisory experience is required.
- 3. LANGUAGE:** Level IV (Fluent) speaking/reading/writing Thai and English is required. A copy of valid

TOEIC score of at least 855 is required with your application before the deadline.

**4. SKILLS AND ABILITIES: (Please confirm if you meet this requirement)**

- Must be able to represent the Consular Section at meetings with mid-low level government contacts.
- Should be proficient in word processing, Microsoft Outlook and Excel.

**5. JOB KNOWLEDGE: (Please confirm if you meet this requirement)**

- Must have thorough knowledge about host country government organs and how they operate to best assist U.S. citizens; e.g. Thai Royal Police, Thai Immigration, Department of Corrections, Ministry of Foreign Affairs, Ministry of Justice, Child Welfare et al
- An in depth knowledge of State Department regulations and guide lines, particularly 7 FAM.

**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](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

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## Appendix (DEFINITIONS)

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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; **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 for employment purposes 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 for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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#2016/85(T)**

*“This is a re-advertisement of announcement from January 22, 2016 (FSN#2016/14(T)).*

*Applications previously received will also be considered.”*

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Engineering Assistant, Trainee

**OPENING DATE:** June 3, 2016

**CLOSING DATE:** June 30, 2016

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

**SALARY:** Ordinarily Resident (OR): FSN-8 THB 586,405 p.a.  
Not-Ordinarily Resident (NOR): FP-6\*  
\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED 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.

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

### **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 information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

*“Applicants applying for FSN# 2016/85(T) will be considered for FSN# 2016/85. Therefore, applicants need only apply for one of these two vacancy announcements to be considered.”*

- 1. EDUCATION:** Bachelor's Degree in Mechanical or Electrical Engineering is required.
- 2. EXPERIENCE:** A minimum of two years progressive experience in maintenance and repair or construction engineering field from multinational organization is required. 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 is required. A copy of valid TOEIC score of at least 855 is required with your application before the deadline. (This will be tested.)
- 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](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of 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 the following: local security certification and medical clearance.
5. Candidates who are EFM, USEFM, AEFM, 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. Failure to do so may result in a determination that the applicant is not qualified.

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);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

**WHERE TO APPLY:**

**Regional Human Resources Office:** Talent Recruitment and Staffing Unit

**E-mail Address:** [bkkrecruitment@state.gov](mailto: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 (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is 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; **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 for employment purposes 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 for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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#2016/85**

*“This is a re-advertisement of announcement from January 22, 2016 (FSN#2016/14).*

*Applications previously received will also be considered.”*

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Engineering Assistant

**OPENING DATE:** June 3, 2016

**CLOSING DATE:** June 30, 2016

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

**SALARY:** Ordinarily Resident (OR): FSN-9 THB 653,272 p.a.  
Not-Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)\*  
\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED 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.

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

## **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 information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

*“Applicants applying for FSN# 2016/14 will be considered for FSN# 2016/14(T). Therefore, applicants need only apply for one of these two vacancy announcements to be considered.”*

- 1. EDUCATION:** Bachelor's Degree in Mechanical or Electrical Engineering is required.
- 2. EXPERIENCE:** A minimum of three years progressive experience in maintenance and repair or construction engineering field from multinational organization is required. 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 is required. A copy of valid TOEIC score of at least 855 is required with your application before the deadline. (This will be tested.)
- 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](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of 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 the following: local security certification and medical clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH 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. Failure to do so may result in a determination that the applicant is not qualified.

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);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

**WHERE TO APPLY:**

**Regional Human Resources Office:** Talent Recruitment and Staffing Unit  
**E-mail Address:** [bkkrecruitment@state.gov](mailto: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 (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is 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; **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 for employment purposes 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 for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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: 2016/81

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement

**POSITION:** Veterinary Medical Officer

**OPENING DATE:** May 20, 2016

**CLOSING DATE:** June 30, 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);

**4. 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 prevention 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](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

1. AEFM / USEFM who is a preference-eligible U.S. Veteran\*
2. AEFM / USEFM
3. FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of 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 the following: local security certification and medical clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH 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. Failure to do so may result in a determination that the applicant is not qualified.

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);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

**WHERE TO APPLY:**

**Regional Human Resources Office:** Talent Recruitment and Staffing Unit  
**E-mail Address:** [bkkrecruitment@state.gov](mailto: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 (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is 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; **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 for employment purposes 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 for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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#2016/86(T)**

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Fraud Investigator , Trainee

**OPENING DATE:** June 3, 2016

**CLOSING DATE:** June 16, 2016

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

**SALARY:** Ordinarily Resident (OR): FSN-8 THB 586,405 p.a.  
Not-Ordinarily Resident (NOR): FP-6\*  
\*Final grade/step for NORs will be determined by Washington.

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

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

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

**BASIC FUNCTION OF POSITION**

This position combats alien smuggling, false claims to U.S. citizenship, visa and passport fraud, and mala fide efforts to obtain other U.S. federal benefits at U.S. Embassy Bangkok and provides fraud support to the Consular Sections at the U.S. Embassies in Burma, Cambodia, and Laos, and at the U.S. Consulate General in Chiang Mai. The job holder conducts investigations on matters pertaining to fraudulent efforts to obtain U.S. immigration benefits, false claims to U.S. citizenship, fraudulent efforts to obtain federal benefits, document fraud, document reproduction, and other mala fide use of official or quasi-official documents. The incumbent reports to the Regional Supervisory Fraud Prevention Analyst.

**QUALIFICATIONS REQUIRED**

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

*“Applicants applying for FSN# 2016/86(T) will be considered for FSN# 2016/86. Therefore, applicants need only apply for one of these two vacancy announcements to be considered.”*

- 1. EDUCATION:** A Bachelor's degree in law, political science, or international relations is required.
- 2. EXPERIENCE:** A minimum of two years' experience in consular work or investigative work is required.
- 3. LANGUAGE:** Level IV (Fluency) Speaking/Reading/Writing English and Thai is required. A copy of valid TOEIC score of at least 855 is required with your application before the deadline.

**4. SKILLS AND ABILITIES:** Employee must be able to interpret complex data and draft unbiased analytical reports in English on subjects related to fraud for the use of adjudicating officers, consular managers, other posts, the Department, and other agencies. Employee must have the ability to motivate others and manage a heavy, often competing workload. It is vital that the employee must have the capability to deal appropriately with all levels and categories of embassy personnel, consular clients, and external contacts. Strategic organization and prioritization of workload in the face of competing, often conflicting responsibilities and instructions is a key attribute.

**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](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

**\* IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of 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 the following: local security certification and medical clearance.
5. Candidates who are EFM, USEFM, AEFM, 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. Failure to do so may result in a determination that the applicant is not qualified.

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);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

## WHERE TO APPLY:

**Regional Human Resources Office:** Talent Recruitment and Staffing Unit  
**E-mail Address:** [bkkrecruitment@state.gov](mailto: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 (DEFINITIONS)

**Eligible Family Member (EFM):** An EFM for employment purposes is 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; **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 for employment purposes 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 for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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#2016/86**

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Fraud Investigator

**OPENING DATE:** June 3, 2016

**CLOSING DATE:** June 16, 2016

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

**SALARY:** Ordinarily Resident (OR): FSN-9 THB 653,272 p.a.  
Not-Ordinarily Resident (NOR): FP-5 (Step 1 through 4)\*  
\*Final grade/step for NORs will be determined by Washington.

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

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

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

**BASIC FUNCTION OF POSITION**

This position combats alien smuggling, false claims to U.S. citizenship, visa and passport fraud, and mala fide efforts to obtain other U.S. federal benefits at U.S. Embassy Bangkok and provides fraud support to the Consular Sections at the U.S. Embassies in Burma, Cambodia, and Laos, and at the U.S. Consulate General in Chiang Mai. The job holder conducts investigations on matters pertaining to fraudulent efforts to obtain U.S. immigration benefits, false claims to U.S. citizenship, fraudulent efforts to obtain federal benefits, document fraud, document reproduction, and other mala fide use of official or quasi-official documents. The incumbent reports to the Regional Supervisory Fraud Prevention Analyst.

**QUALIFICATIONS REQUIRED**

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

*“Applicants applying for FSN# 2016/86 will be considered for FSN# 2016/86(T). Therefore, applicants need only apply for one of these two vacancy announcements to be considered.”*

1. **EDUCATION:** A Bachelor's degree in law, political science, or international relations is required.
2. **EXPERIENCE:** A minimum of three years' experience in consular work or investigative work is required.
3. **LANGUAGE:** Level IV (Fluency) Speaking/Reading/Writing English and Thai is required. A copy of valid TOEIC score of at least 855 is required with your application before the deadline.
4. **SKILLS AND ABILITIES:** Employee must be able to interpret complex data and draft unbiased analytical reports in English on subjects related to fraud for the use of adjudicating officers, consular managers, other posts, the Department, and other agencies. Employee must have the ability to motivate others and manage a heavy, often competing workload.

It is vital that the employee must have the capability to deal appropriately with all levels and categories of embassy personnel, consular clients, and external contacts. Strategic organization and prioritization of workload in the face of competing, often conflicting responsibilities and instructions is a key attribute.

- 5. JOB KNOWLEDGE:** The jobholder must complete the following online FSI courses: PC128: Detecting Impostors, PC544: Detecting Fraudulent Documents, PC545: Examining U.S. Passports, PC401: Nonimmigrant Visa Petitions and Revocation Guidance, and PC402: Immigrant Visa Petitions and Revocation Guidance. The jobholder must pass these courses before being promoted to full performance level grade. Within the first two years, the jobholder needs to take the FSI course PC542: Fraud Prevention Workshop for Foreign Service Nationals.

**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](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of 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 the following: local security certification and medical clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH 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. Failure to do so may result in a determination that the applicant is not qualified.

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

TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

**WHERE TO APPLY:**

**Regional Human Resources Office:** Talent Recruitment and Staffing Unit  
**E-mail Address:** [bkkrecruitment@state.gov](mailto: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 (DEFINITIONS)**

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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; **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 for employment purposes 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 for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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#2016/90**

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Procurement Clerk

**OPENING DATE:** June 10, 2016

**CLOSING DATE:** June 23, 2016

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

**SALARY:** Ordinarily Resident (OR): FSN-5 THB 352,736 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 for definition) MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

**BASIC FUNCTION OF POSITION**

The incumbent reports to the Supervisory Procurement and Contracting Specialist, incumbent serves as the subunit’s e-Filing clerk, administrative assistant, and purchasing agent. This is a customer service position; the incumbent is expected to provide expedient, friendly, and professional service to Mission clients as well as other vendors.

**QUALIFICATIONS REQUIRED**

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

1. **EDUCATION:** A minimum of two years (full time or part-time equivalent) of college or university studies is required.
2. **EXPERIENCE:** A minimum of one year’s experience in procurement or administrative work is required.
3. **LANGUAGE:** Level III (Good working knowledge) Speaking/Reading/Writing English and Thai are required. A copy of valid TOEIC score of at least 600 is required with your application before the deadline.
4. **SKILLS AND ABILITIES:** Strong organizational skills and ability to prioritize tasks required. Good interpersonal skills in order to deal with a variety of Embassy personnel. Good working knowledge of Microsoft Office. Must possess good oral and written communication skills. Must be customer-service oriented. Must have good interpersonal and negotiating skills.

**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](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference

categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

### **HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of 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 the following: local security certification and medical clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH 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. Failure to do so may result in a determination that the applicant is not qualified.

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);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

### **WHERE TO APPLY:**

**Regional Human Resources Office:** Talent Recruitment and Staffing Unit  
**E-mail Address:** [bkkrecruitment@state.gov](mailto: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 (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is 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; **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 for employment purposes 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 for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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#2016/92**

***“This is a re-advertisement of announcement from VA#2016/35 (February 26, 2016). Applications previously received will also be considered.”***

**OPEN TO:** *All Interested Candidates / All Sources*

**POSITION:** Mail Clerk

**OPENING DATE:** June 10, 2016

**CLOSING DATE:** June 23, 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 *Rajvithi Road, Bangkok* seeking eligible and qualified applicants for the position of *Mail Clerk*.

**BASIC FUNCTION OF POSITION**

Incumbent is responsible for the unclassified international, local, Army Post Office (APO) and pouch operations for all AFRIMS personnel. Duties include receiving and segregating mail, readdressing mail, maintaining records of all incoming accountable mail, dispatching and receiving daily pouches, operating franking machine, maintaining the stamp stack and cash on hand. . Drive and maintain vehicle utilized in the daily mail/distribution runs in accordance with local Standard Operating Procedures and guidance provided by the staff of AFRIMS Transportation Personnel. In addition, job holder will be responsible for the inspection of all local Thai mail.

**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 schooling is required.

**2. EXPERIENCE:** One year of customer service experience in an office/clerical position 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:**

- Must possess a valid driver's license (copy of driver's licenses must submit with an application)-(This will be tested).

**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](mailto: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](mailto: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#2016/88(T)**

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Administrative Clerk, Trainee

**OPENING DATE:** June 3, 2016

**CLOSING DATE:** June 16, 2016

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

**SALARY:** Ordinarily Resident (OR): FSN-5 THB 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 for definition) MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Chiang Mai is seeking eligible and qualified applicants for the position of Administrative Clerk.

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

**BASIC FUNCTION OF POSITION**

The incumbent assists the CLO Coordinator to collect information and photograph, print and distribute the Consulate biweekly newsletter. S/he helps to plan and manage events, receptions, orientations, parties and trips. In the absence of a CLO Coordinator, s/he maintains all of these duties, and serves as interim CLO Coordinator (liaison between community and schools, manages CLO budget, etc.) until CLO Coordinator has returned from travel, training, or leave; or until a new CLO Coordinator is hired (if during transition periods).

**QUALIFICATIONS REQUIRED**

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

*“Applicants applying for FSN# 2016/88(T) will be considered for FSN# 2016/88. Therefore, applicants need only apply for one of these two vacancy announcements to be considered.”*

1. **EDUCATION:** At least two years of full time, post-secondary study at college or university is required.
2. **EXPERIENCE:** A minimum of two years in a progressively responsible administrative role and/or public relations position is required.
3. **LANGUAGE:** Level 3 (Good Working Knowledge) Speaking/Reading/Writing English and Thai is required. A copy of valid TOEIC score of at least 600 is required with your application before the deadline.
4. **SKILLS AND ABILITIES:** Ability to work in a busy and stressful environment, and ability to prioritize as well as organize work in order to meet the many and varied commitments of the CLO. Knowledge of basic office routine and skills is also 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](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of 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 the following: local security certification and medical clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH 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. Failure to do so may result in a determination that the applicant is not qualified.

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);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

**WHERE TO APPLY:**

**Regional Human Resources Office:**  
**E-mail Address:**

Talent Recruitment and Staffing Unit  
[bkkrecruitment@state.gov](mailto: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 (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is 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; **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 for employment purposes 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 for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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#2016/88**

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Administrative Clerk

**OPENING DATE:** June 3, 2016

**CLOSING DATE:** June 16, 2016

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

**SALARY:** Ordinarily Resident (OR): FSN-6 THB 362,706 p.a.

Not-Ordinarily Resident (NOR): FP-8\*

\*Final grade/step for NORs will be determined by Washington.

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

The U.S. Mission in Chiang Mai is seeking eligible and qualified applicants for the position of Administrative Clerk.

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

**BASIC FUNCTION OF POSITION**

The incumbent assists the CLO Coordinator to collect information and photograph, print and distribute the Consulate biweekly newsletter. S/he helps to plan and manage events, receptions, orientations, parties and trips. In the absence of a CLO Coordinator, s/he maintains all of these duties, and serves as interim CLO Coordinator (liaison between community and schools, manages CLO budget, etc.) until CLO Coordinator has returned from travel, training, or leave; or until a new CLO Coordinator is hired (if during transition periods).

**QUALIFICATIONS REQUIRED**

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

*“Applicants applying for FSN# 2016/88 will be considered for FSN# 2016/88(T). Therefore, applicants need only apply for one of these two vacancy announcements to be considered.”*

1. **EDUCATION:** At least two years of full time, post-secondary study at college or university is required.
2. **EXPERIENCE:** A minimum of three years in a progressively responsible administrative role and/or public relations position is required.
3. **LANGUAGE:** Level 3 (Good Working Knowledge) Speaking/Reading/Writing English and Thai is required. A copy of valid TOEIC score of at least 600 is required with your application before the deadline.
4. **SKILLS AND ABILITIES:** Ability to work in a busy and stressful environment, and ability to prioritize as well as organize work in order to meet the many and varied commitments of the CLO. Knowledge of basic office routine and skills is also 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](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of 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 the following: local security certification and medical clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH 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. Failure to do so may result in a determination that the applicant is not qualified.

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);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

**WHERE TO APPLY:**

**Regional Human Resources Office:**  
**E-mail Address:**

Talent Recruitment and Staffing Unit  
[bkkrecruitment@state.gov](mailto: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 (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is 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; **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 for employment purposes 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 for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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# 2016/11**

**A.I.D. Project Management Specialist (Malaria)**

***"The position is being re-advertised. Candidate who has applied in the first round does not need to submit an application."***

**OPEN TO: All Interested Candidates**

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

**OPENING DATE: May 27, 2016**

**CLOSING DATE: June 23, 2016**

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

**POSITION GRADE: FSN-12**

**SALARY: FSN-12 ₪ 1,634,011 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 (minimum starting salary at FSN-11 ₪ 1,202,650 per annum). 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 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 Monitoring & 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:**

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

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: June 23, 2016**

***"The position is being re-advertised. Candidate who has applied in the first round does not need to submit an application."***

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**FSN# 2016/77**

**Project Accountant**

**OPEN TO: All Interested Candidates**

**POSITION: Project Accountant**

**OPENING DATE: May 13, 2016**

**CLOSING DATE: June 23, 2016**

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

**SALARY: FSN-10 \$863,567 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 Project Accountant 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 Project Accountant for Project Funds (PA/PF) manages directs and maintains project accounting systems for USAID/RDMA/Thailand's Office of Financial Management (OFM) and 9 client countries (Burma, China, Vietnam, Afghanistan, Papua-New Guinea, East-Timor, Thailand, Laos and Marshall Islands/Federated States of Micronesia) which currently together total an average operational yearly budget (OYB) of \$220 million and early projections indicate that it will reach at least \$250 million in the next 2 to 3 years. The PA/PF, reviews, analyzes, reconciles, and balances project funded accounting records and systems for RDMA and its client countries. Additionally the PA/PF initiates modifications and introduces new methodology necessary for the effective and efficient use of accounting systems by OFM and its clients when appropriate. Various accounting systems are critically necessary to enable consistent, structured and accurate preparation of Mission and Agency periodic and special reports, as well as for responding to the financial accounting systems required by varied U.S. Government (USG) grantees, loan borrowers, and contractors which also include cooperative agreements. The PA/PF must also be readily available to respond to questions and issues raised by OFM clients and to provide guidance and advice on project funded activities. The Chief Accountant provides direct supervision to the PA/PF but the PA/PF reports directly on status of all program funded activities to the Financial Management Officer (FMO) and RDMA Senior Management Team.

**MAJOR RESPONSIBILITIES:**

**The detail of responsibilities includes to the following:**

**1. Phoenix:**

**30%**

USAID/RDMA, OFM uses Phoenix as its primary automated accounting system platform to control and report on all program activities. It is the responsibility of the PA/PF to: a.) apply appropriate project funded activity accounting operations; b.) make certain that all accounting systems are in place for RDMA programs and client missions; c.) ensure proper application of accounting principles and practices; and d.) efficiently control and maintain all project funded activities in the Phoenix system. It is the PA/PF who manages the complex and difficult processing of Budget allowances, Program Areas, Program elements,

commitments and obligations of program funds. S/he additionally must ensure the integrity of the accounting system for ensuring that all transactions such as budget, acquisitions, accounts payable, bills for collection, and accrual subsystems are properly and correctly incorporated and accounted for. The PA/PF monitors and tracks all advances on program funds and other program funded activities such as contracts/grants and keeps the OFM Management Team fully apprised of status of all such activities. Maintain cognizance and awareness over all programs and functions of the Accounting, Budgeting, and Payments section of the OFM Office. In areas other than those directly supervised, monitors work assigned and advises the Director on any anomalies or problems observed, after discussion with the responsible supervisor.

**2. Accounting Reports: 25%**

One of the PA/PF key responsibilities is to provide clients with timely, accurate and last minute special reports for a wide variety of clients that include RDMA and OFM Senior Management Teams. Clients also include the U.S. Embassy (officials working on the Program Plan), the Asia Bureau, Office of the Chief Financial Officer (CFO) in Washington, RDMA's client Missions, Office Directors, technical staff, various project managers and leaders, other Agency officials, US Embassy officials working on Program plans, and a wide range of implementing partners and NGOs that require reports regarding USG funding on USG projects.

**3. Specific Tasks Include: 45%**

- Provides advice to Technical offices on all types of project funded accounting transactions.
- Conducts continuous, quarterly and the mandatory year end 1311 reviews required by USG laws.
- Tracks, analyzes, adjusts, lists and maintains records of all un-liquidated obligations, ensuring validity of obligations are compliant with Congressional Actions/Laws. Also projects and plans for de-obligations and upward adjustments of obligations, keeping OFM Management Team fully informed of any potential problems and impact of such activities.
- Responds to requests for contracts and purchase order closeouts ensuring that all requisite activities are included in the closeout process and that all un-obligated funds are reconciled. Informs contracting officers, EXO, Contracting Officer's Representatives (COR) and Chief Accountant of amount available for de-obligation back to the Budget allowance and Appropriation.
- Coordinates with financial analysts on quarter end and year end accrual generation activities, including appropriate actions such as producing worksheets used by COR for projection of program accruals.
- Responsible for preparing reconciliations on all project activities and preparing financial reports such as SF-1221, SF-224 and SF- 6653 that also involve cash/check and electronic payments reconciliations. Also coordinates other reconciliation activities when appropriate with pertinent OFM staff.
- Receives and manually posts transaction records into Phoenix statements from the United States Disbursing Officer after reviewing, analyzing, reconciling, ensuring accuracy and determining appropriate follow-up actions.
- Coordinates those follow-up actions that involve other OFM staff and provides guidance and expertise on corrective actions initiated.
- Coordinates with the voucher examiner supervisor corrective measures for faulty transactions through preparation of journal voucher entries and adjustments.
- Establishes and maintains contact and responds to U.S. Embassy and Bangkok Financial Service Center personnel to resolve difficulties in processing all disbursements and collections.
- Receives from USAID/Washington and other Mission and processes all Intra-Agency-Payments (IPAC) by accurately posting them into phoenix system. Works with the Chief Accountant to clear all outstanding IPACs in Phoenix and ensuring that they properly are properly recorded and reconciled in the SF-224 Financial Report on Agency Location Code payments.

- Tracks and maintains records for Modified Acquisition and Assistance Request Documents (MAARD), Journal Vouchers, International and Field Trip Requests, SF 1081s, SF1190 and other accounting transaction documents.
- Issues and processes Bills for Collection in Phoenix and maintains accounts receivable files.
- Provides backup for maintaining electronic files and fills in for accounting technicians when necessary.
- Along with the Chief Accountant responds to audit and USAID/Washington requests for documentation and other financial data request.
- Acts as the back-up on all Treasury Department Financial Center in Kansas City issued transactions reconciliation.

## **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:** Possession of a University degree in Accounting, Finance, or Business Administration majoring in accounting is required.
- (2) Experience (35 points):** Five to seven years of progressively more responsible experience in professional accounting, financial management or auditing is required.
- (3) Language:** Level IV English and Thai (fluent) are required.
- (4) Knowledge (30 points):** A thorough knowledge and understanding of professional accounting principles, theories, practices and a thorough knowledge of laws, regulations, and procedures governing USAID financial management is required. Must understand USAID organization and operations and be familiar with USAID project policies and processes.
- (5) Skills and Abilities (35 points):**
  - Must be able to analyze accounting processes and identify practices and procedures that require correction or modification.
  - Must be able to formulate recommendation for maintaining specialized segments of accounting systems in a high state of efficiency.
  - Must be able to communicate effectively with non-accounting personnel in explaining accounting requirements and potentials.
  - Must possess advanced numerical skills and computer skills.
  - Knowledge of the internet, Microsoft suite, USAID/USG financial related software applications and ability to enter accurate data 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 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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: June 23, 2016**

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**FSN# 2016/78**

**Acquisition and Assistance Specialist (Closeout Specialist)**

**OPEN TO: All Interested Candidates**

**POSITION: Acquisition and Assistance Specialist (Closeout Specialist)**

**OPENING DATE: May 13, 2016**

**CLOSING DATE: June 2, 2016**

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

**POSITION GRADE: FSN-10\***

**SALARY: FSN-10 ₱ 863,567 per annum (minimum starting salary)**

*\* The position is classified at FSN-10 Grade. Salary will be paid in accordance with United States Government (USG) Local Compensation Plan. Starting salary will be negotiated within the position classification level and based on the applicant's salary history. If there are no qualified candidates at the stated grade level, a candidate may be hired at FSN-9 "Development level" (minimum starting salary at FSN-9 THB 653,727 per annum). Promotion to a full performance level at FSN-10 will contingent upon successfully met agreed-upon objectives and milestones and has performed at the Fully Successful (or equivalent) level for at least one year (52 weeks).*

**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 Development Assistance Specialist 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 Acquisition and Assistance (A&A)/Closeout Specialist position is located in the Regional Office of Procurement (ROP), at the United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA). The A&A/Closeout Specialist is responsible for assisting the ROP in the closeout of various types of U.S. Government (USG) A&A awards negotiated by the ROP for the RDMA and client missions. Closeout duties will be the majority of the incumbent's responsibilities. In addition he/she will work on a variety of A&A actions, including procurement planning; preparing, negotiating and awarding grants, cooperative agreements, contracts and other procurement instruments; and managing the administration of implementing mechanisms for RDMA and client missions. The activities that he/she would support are implemented through complex USG contracting and grant mechanisms requiring the incumbent to become familiar with a full range of USAID's A&A terminology, instruments and approaches. The A&A/Closeout Specialist reports directly to the ROP Director.

**MAJOR RESPONSIBILITIES:**

**Award Closeout (60%)**

- Primary responsible for the administrative closeout of all types of A&A awards administered by the ROP. Stays current on all policies and procedures affecting award closeout practices.

- Reviews the terms and conditions of A&A awards to determine business and regulatory compliance in order to process their administrative closeout.
- Prepares A&A awards' completion statement forms, keeps them updated and ensures the proper statement is used for each type of award. Prepares closeout support documentation and coordinates required signatures. Performs final file and closeout statements review prior to forwarding statements to the responsible Contracting/Agreement Officer (CO/AO) for final approval. Recommends to the cognizant CO/AO whether or not a Bill for Collection (BfC) should be issued to a contractor/recipient or a BfC should be written off by the Mission. Reconciles accounts between Office of Financial Management (OFM) and contractor/recipient to ensure that correct amounts are deobligated/decommitted. Reconciles Letter of Credit accounts between OFM and the Bureau for Management, Office of the Chief Financial Officer, Cash Management and Payments Division in Washington to ensure correct amounts are deobligated. Processes the required award modification for final deobligation and closeout in the Global Acquisition and Assistance System (GLAAS).
- Communicates, meets and follows up with contractors/recipients as necessary to resolve outstanding issues related to A&A award closeouts, including requesting closeout/demobilization plans and release forms. Works with technical offices and contractors/recipients on the disposition of USAID-financed property, ensures that transfer agreements and required documentation are on file. Liaises with contractors/recipients to ensure the receipt of all reports, payments, and refunds due to the U.S. Government if needed.
- Confirms with Contracting Officer's Representatives (CORs) that contractors' final performance evaluations are completed in a timely manner and ensures that all requirements are met prior to award closeout. Works closely with CORs and Agreement Officer's Representatives (AORs) in RDMA and client missions while managing the final performance evaluation and closeout processes. Coordinates with COR/AORs the review and approval of final invoices and final financial reports.
- Advises COR/AORs on USAID-funded property and other closeout matters that require interpretation for expired A&A awards. Requests audits, as needed, for closeout and manages the closeout audit resolution process. Coordinates with the OFM to ensure receipt of contractor/recipient contracted audits in accordance with prescribed Federal and USAID standards. Periodically reviews contractors/recipients Negotiated Indirect Cost Rate Agreements (NICRAs) and analyzes opportunities for award closeout when final rates are published. Proposes pre-closeout deobligation of excessive residual funds. Proposes quick closeout procedures when applicable. Analyses proposed prices and costs for final cost adjustments such as final indirect costs. Evaluates and negotiates proposals for modifications as needed for administrative closeout. In conjunction with the OFM, develops and maintains a system to coordinate A&A awards closeout actions with the responsible USAID financial/payment offices and technical offices. Develops and maintain a database of contractor/recipients' points of contact for closeout purposes. Manages a system to ensure closeout of A&A awards is performed within prescribed Federal and USAID time standards. Maintains necessary internal systems to ensure the status of expired A&A awards is kept current throughout the administrative closeout process until files are retired. Prepares quarterly and annual reports for ROP and front office on status of RDMA and client missions A&A awards' closeouts. Performs physical retirement and storage of officially closed A&A award files. Ensures files related to the closeout of A&A awards are kept/destroyed in accordance with prescribed Federal and USAID standards.

#### **Acquisition and Assistance (40%)**

- Periodically reviews Federal and Agency policy, including but not limited to the Federal Acquisition Regulations (FAR), USAID Acquisition Regulation (AIDAR), Agency Automated Directives Systems (ADS), A&A Policy Directives (AAPDs) and any other regulations/policies, as appropriate.
- Works collaboratively with the ROP in implementing USAID A&A initiatives at the Mission and developing special A&A reports and projects associated with ROP operations.
- Collaborates with Development Objective (DO) teams and Activity Managers (AMs) during activity design and A&A procurement planning, provides recommendations to facilitate this process and advice on

the advantages/disadvantages of using various A&A implementing mechanisms to best achieve the expected development objectives.

- Reviews A&A procurement plans to ensure procurement schedules are in accordance with established lead times. Provides advice and recommendations to DO Teams on development of Statements of Work (SOWs) and Funding Opportunity Descriptions (FODs) and reviews SOWs/FODs for completeness. Ensures full harmonization among activities' requirements, instructions to offerors/applicants and evaluation/merit review criteria. Advises DO Teams and AMs on authorities for Justification and Approvals (J&As), Justifications to Restrict Eligibility (JRE), Waivers and other documents, as appropriate. Resolves common contracting/assistance issues with DO teams and AMs - referring those more complex to the CO/AO for his/her action. Advises contractors/recipients on award requirements and limitations.
- Reviews requests for A&A actions ensuring pre-solicitation and pre-obligation GLAAS requests are in full compliance with Agency and Mission rules and policies; reviews final documentation to ensure required clearances, as applicable, are obtained prior to submitting final documents to the contractor/recipient and CO/AO for their signatures. Prepares Requests for Information (RFI), Requests for Proposal (RFP), Notifications of Funding Opportunity (NOFO) and their amendments and recommends changes to specifications/terms as required. Ensures that business opportunities are publicized in accordance with Federal and Agency procedures. Prepares and submits required documentation to the Contract Review Board (CRB), as applicable. Prepares documentation required for technical and cost evaluations, such as instructions to Technical Evaluation Committee (TEC), contractor performance information, score sheets and ensures integrity of the procurement process. Organizes TEC kick-off meetings and participates in technical evaluations as non-voting member.
- Negotiates award terms and conditions, conducts cost and price analysis. Prepares contracts, grants, or cooperative agreements and reviews final awards and all required support documentation for conformity with Federal and Agency A&A regulations and policies - ensuring that all applicable clauses and provisions are incorporated, as applicable. Reviews the required resources to support CO/AO responsibility determinations. Except for rare occasions, all documents presented for CO/AO's signature will require only a cursory review by the CO/AO and must be fully compliant with applicable regulations. Initiates pre-award survey requests, as applicable, and collaborates with OFM representatives during the pre-award process. Ensures that the entire award package is processed and generated in GLAAS. Supports the designated COR/AOR in the preparation and logistics for post-award conferences.
- Reviews contractors' performance narrative submitted by CORs and provides feedback before it is uploaded in the Contractor Performance Assessment Reporting System (CPARS). Conducts COR/AOR official files review for compliance and provides records keeping guidance. Reviews and evaluates A&A requests and correspondence such as approval letters, waivers, changes, disputes, work stoppages and other post-award actions, and drafts response for CO/AO signature.
- Communicates with implementing partners related to subcontracting plans, inventory reports, quarterly financial reports, property reports, extension needs, funding needs, and ensures new requirements/clauses are incorporated in each award. Complies with approved filing guidelines and procedures, files awards documentation (from pre-solicitation through close-out) in the Agency Secure Image and Storage Tracking System (ASIST) and paper-based format.

## **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 Bachelor's degree in a relevant field such as business administration, economics, law, finance, and accounting.

- (2) **Language:** Level IV (fluent) English (with a valid TOEIC tests result indicating a score of 855 or above), and Level IV (fluent) Thai proficiency is required to be eligible for consideration.
- (3) **Experience (25 points):** A minimum of three years of progressively responsible and relevant experience is required in the field of accounting, finance, business, contracting, law, procurement or related field. Out of the minimum three years of experience, at least one year must be in an international organization.
- (4) **Knowledge (40 points):** Very good working knowledge of economic and accounting principles and practices, financial analysis and reporting of financial data; general knowledge of how for-profit and non-profit organizations operate and are motivated, such as accounting systems, cost control, establishment of indirect costs, overhead and other administrative fees and profit; knowledge of business/management principles involved in strategic planning, resource allocation and coordination of people and resources; knowledge of general procurement procedures.
- (5) **Skills and Abilities (35 points):**
- Professionalism: Able to effectively perform a broad range of A&A functions in a professional manner to achieve results with high quality of output; applies critical thinking skills to solve work-related problems within the scope of work. Acts as a business advisor in closeout/A&A matters.
  - Communication: Speaks and writes clearly, concisely and effectively; demonstrates tact and diplomacy in communication with colleagues and implementing partners to establish and develop sustainable working relationships; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Able to negotiate effectively and represent the U.S. Government's interests to all parties, including individuals in high level positions within their organizations.
  - Teamwork: Strong interpersonal skills and ability to work on teams are essential. Works collaboratively with colleagues to achieve Agency goals.
  - Multi-tasking and Organizing: Able to process information quickly and manage several tasks simultaneously; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work with minimum supervision; uses time efficiently.
  - Computer and software skills: Possesses knowledge and skills of using computers and office software such as Microsoft Word, Excel, Power Point and e-mail. Able to learn and use Agency specific software related to work area efficiently. Computer savvy, able to learn the use of new programs related to the job quickly.
  - Ethical standards: Provides professional services with high integrity, objectivity, fairness and with full adherence to Agency ethical principles. Able to maintain strict confidentiality and high ethical standards throughout all phases of the A&A cycle.
  - Negotiation and analytical skills: Possesses negotiation skills and analytical thinking to gather information and use logic to address work-related issues and problems. Possesses financial analytical skills to review independent government cost estimates and budgets and perform cost analysis.
  - Work ethic: The job will require attention to detail in completing work tasks; stress tolerance requiring the acceptance of criticism and dealing calmly and effectively with high stress situations; being reliable,

responsible and dependable; persistence in the face of obstacles; being open to change (positive and negative) and to considerable variety in the workplace; willingness to take on responsibilities and challenges; establishing and maintaining individual challenging achievement goals; exerting effort toward mastering tasks; willingness to lead, take charge and offer opinions and direction; creativity and alternative thinking to develop new ideas for and answers to work-related problems.

**SELECTION PROCESS:**

Applications will be initially screened and scored for eligibility in accordance with the required education, language skills, and qualifications indicated above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications and requirements for this position. After a preliminary evaluation, the Selection Committee will determine which applicants will be considered for a recruitment test. Top-ranked applicants with passing marks from the recruitment test will be invited for an interview. Both the recruitment test and interview will be structured around the selection criteria above. Recruitment test and interview will be conducted at 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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: [June 2, 2016](#)**

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**FSN# 2016/84**

**Computer Management Assistant (Audio-Visual)**

**OPEN TO: All Interested Candidates**

**POSITION: Computer Management Assistant (Audio-Visual), FSN-8**

**OPENING DATE: May 27, 2016**

**CLOSING DATE: June 16, 2016**

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

**POSITION GRADE: FSN-8**

**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 Thailand is seeking an individual for the position of Computer Management Assistant (Audio-Visual) to Executive Office (EXO) 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 incumbent will ensure all Information Technology (IT) related issues in the Asia Regional Training Center (ARTC) are resolved and equipment is functioning properly. Although the incumbent's primary focus is IT support to the ARTC, he/she will provide support to USAID/RDMA as time permits and in the event of a pressing or urgent issue. The incumbent will maintain fully functional systems, minimize downtime and provide customers with the tools and support needed to successfully use audiovisual (A/V) equipment, including video conferencing equipment and perform assigned duties in accordance with overall automation objectives established by management, with policy and priority guidelines established by his/her direct supervisor, the Computer Management Specialist and assist with budget planning and IT resource management, system and project planning, as well as administer and manage A/V system requirements. He/she reports directly to the chief of the Executive Office (EXO)/IT, Computer Management Specialist, USAID/RDMA.

**MAJOR RESPONSIBILITIES:**

**1. Audiovisual and General Computer Support: 50%**

- Responsible for the management of all IT services in support of events held in the ARTC, including trainings and conferences. While the primary focus of the incumbent's time is to provide systems management support of the ARTC, he/she will also provide support to USAID/RDMA as time permits and/or, in the event of a pressing or urgent issue.

- Responds to inquiries concerning the use of A/V equipment including: microphones, sound speakers, video screens, projectors, video monitors, connecting wires and cables as well as lighting. As an audiovisual expert, he/she supports not only the ARTC but the mission at large (USAID/RDMA). Responds to technical questions and provides assistance either in person, email, or via telephone.
- Delivers A/V service in USAID/RDMA meeting rooms and ARTC training facilities and provides and assists USAID/RDMA and ARTC users in setting up video conferences with other organizations. Administers, maintains, configures, and services video teleconferencing and conference room systems installed in support of the ARTC and USAID/RDMA.
- Fully prepares the ARTC meeting rooms and training facility (as well as USAID/RDMA training/conference rooms) in terms of all IT equipment not limited to A/V equipment, projectors, power point presentations, sound systems, etc. Establishes guidelines for the care and preventative maintenance of A/V equipment.
- Provides setup assistance for presentations at ARTC and USAID/RDMA meeting rooms and training facility. Takes initiative and works closely with internal as well as external customers to determine customer needs, including setup requirements. Manages A/V systems during events as needed.
- Maintains service warranty with vendors, inventories A/V equipment service records and suggests repairs and/or coordinates with suppliers in replacing A/V equipment. The incumbent investigates and corrects any reported problems when possible and informs the Computer Management Specialist of corrective measure taken.
- Plans for appropriate equipment acquisition based on ARTC needs as well as USAID/RDMA staff use, technological trends, and USAID/RDMA direction. Provides initial market research on recommended procurements and writes brief justifications on the requested equipment that includes an explanation of the need, recommended model or specification, as well as any other specific factors that assist a purchasing decision.
- Tests equipment maintained by USAID/RDMA EXO/IT for proper function; reports equipment malfunctions and assists in arranging necessary service of equipment; replaces equipment and parts, as appropriate and necessary. The incumbent assists the Computer Management Specialist in maintaining equipment inventory of all IT hardware and software.

## 2. Helpdesk and User Support: 30%

- Troubleshoots hardware, software, and network operating problems and involves technical resources to ensure resolution. The incumbent installs and maintains new off-the-shelf and mission developed PC applications on the hard disk. The incumbent implements USAID global security software patches in addition to ensuring all desktops within the mission conform to the Office of Chief Information Officer (CIO) required standards.
- Applies understanding and knowledge of information systems products and services to assist users. The incumbent provides users support and training on mission approved software applications including Microsoft Office suite.

- Identifies, investigates, and researches user questions and problems as well as isolates and resolves information systems problems. The incumbent assists the Computer Management Specialist or any other professional staff in EXO/IT in setting up and organizing the in-house computer training room, and presentation room by ensuring that all equipment are working properly.
- Coordinates more complex problems with appropriate personnel, who may be internal or external. The incumbent also gathers IT peripherals and other materials when required by the project officers for presentations. Receives and prioritizes issues. Coordinates and forwards issues as appropriate ensuring superb customer service.
- Expands the scope, efficiency and capabilities of information systems to enhance end-user productivity. Provides training when needed. When required, the incumbent provides one-on-one training to users on network access, and on the running of the network application systems. Ensures that all work is done and compliance with USAID procedures, especially IT security rules in ADS 545.

### 3. Computer Access and Account Management: 20%

- Maintain and generates the computer system access and termination requests form and other computer user's profiles. Support granting and revoking computer user access list to all public computer workstations. Coordinates and manages the computer workstation relocation and its peripheral within the mission.
- Establishes computer setup and user account system for USAID staff who participate computer training system at ARTC. Setup the printing and copying service for participants during the training events.
- Establishes computer system file or folder access rights for participants who attend the training at ARTC. Coordinates with ARTC Office Chief in establishing the computer access user management standard.

## **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:** Bachelor's degree in Management Information Systems (MIS), Information Technology management, Computer Sciences, Audio Visual Engineering, Digital & Sound Engineering, Business Information System, Computer Acoustic Engineering, Computer Engineering, Software Engineering, Informatics Engineering, Informatics Technology, Internet Technology Systems, Telecommunication & Networking Engineering, Electronics Engineering or Electronic Business System is required.
- (2) Experience (30 points):** Minimum of three (3) years of experience in managing computer operations in a technical environment, working as a systems administrator, helpdesk support or programmer is required. Experience with video conference or other specialized audio-visual equipment is required.

- (3) Language:** Level IV, strong written and oral proficiency in English and Thai are required.
- (4) Knowledge (30 points):** A good understanding of A/V system and computer networking, Local Area Network (LAN) and Wide Area Network (WAN), telecommunication, hardware and software technologies, and application protocols are required. A thorough understanding of Microsoft server system, file and print server management, Microsoft Active Directory management and Microsoft office applications, Google product (Mail, Google Docs) are required. Good working knowledge in computer diagnostic tools and recovery utilities and methods are required. Good understanding of information systems security and IT practices are required.
- (5) Skills and Abilities (40 points):** Must possess exceptional interpersonal communications skills, grace under pressure, impeccable customer-service skills, patience and calm under stress. Ability to anticipate classroom requirements and implement them ahead of formal requests is required. Initiative and outreach skills to ensure full understanding of requirements before event takes place are required. Flexible and able to adapt to unexpected changes or requirements are required. Problem solving skills and outstanding judgment to resolve issues and make decisions independently are required. Ability to work well in a team setting 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 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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**FSN# 2016/89**  
**Secretary**

**OPEN TO: All Interested Candidates**

**POSITION: Secretary, FSN-6**

**OPENING DATE: June 10, 2016**

**CLOSING DATE: June 30, 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 Secretary to the Office of U.S. Foreign Disaster Assistance (OFDA) in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

**JOB SUMMARY:**

This position is a Secretary in the Office of U.S. Foreign Disaster Assistance (OFDA), United States Agency for International Development/Regional Development Mission Asia (USAID/RDMA). The incumbent is one of the three administrative staff providing a full range of secretarial, clerical services and administrative support to the OFDA/Asia Regional Office.

The secretary supports the OFDA team members with travel logistics including the preparation of travel authorizations, the submission of electronic country clearance (ECC) requests, obtaining visas and airline tickets, and making hotel reservations. The incumbent will also assist the OFDA team members with their travel vouchers after travel has been completed. Additional support to OFDA/Asia Regional Office includes administrative and logistical arrangements for conferences, receptions and workshops including meeting room reservations, vehicle requests and security access as required; routine correspondence; filing documents; and ordering basic office supplies. The incumbent ensures that efficient and effective administrative office operations are maintained when working individually or as part of the administrative support team. The secretary works under the supervision of and reports directly to the OFDA Administrative Assistant.

**MAJOR RESPONSIBILITIES:**

**The detail of responsibilities includes to the following:**

**1. Secretarial:**

**50%**

- Work closely with the OFDA Administrative Support team to establish priorities.
- Manage all secretarial and clerical duties for the office (document tracking, general filing, photocopying, business cards, etc.) and tend to administrative matters that may have to be addressed by outside services.
- Manage incoming correspondence, including unclassified cables for OFDA/Asia Regional office.

- Prepare correspondence, forms, memos, and official transmittals, along with any supplementary materials to accompany cables, correspondence, and other documents as requested.
- Proofread all materials typed before transmittal to ensure correctness and that the required number of copies of particular documents are made, that all appropriate references are attached, and that all clearances are obtained.
- Receive and screen incoming telephone calls to determine the appropriate level of required response.
- Provide information to inquirers within scope of knowledge and authority or refer them to other team members as appropriate.
- Develop and maintain the OFDA/Asia Regional Office contacts list in an electronic format, accessible to all OFDA Asia team members and hard copies for OFDA TDY visitors.
- Place telephone calls for OFDA/Asia Regional Office when requested.
- Assist with faxes, scanning documents, and photo copying.
- Track various OFDA related documents and follow up as appropriate.
- Manage the subscription and delivery of requested magazines and newspapers for use of OFDA/Asia Regional office staff.
- Collect mail from mailroom and distribute for OFDA/Asia Regional office staff.
- Provide information on general OFDA/Asia matters where appropriate.
- Other secretarial duties as necessary.

## 2. Administrative

50%

- Assist with travel arrangements of all OFDA/Asia Regional office staffs for both domestic and international trips for example with travel requests, Electronic Country Clearance (ECC) requests, booking flights, hotels, vehicle rentals, visa applications, Diplomatic notes, registration forms, as well as preparing cash advances and travel vouchers.
- Assist OFDA TDY (temporary on duty) staff with hotel reservations, office work stations and computer access, as well as welcome packages.
- Maintain an updated system of time and attendance for all OFDA staffs in order to prepare and submit each pay period.
- Assist with the preparation of supply requests and office equipment maintenance requests.
- Assist with the preparation of briefing books, fact sheets, and PowerPoint presentations for OFDA/Asia Regional office staff as required.
- Maintain official and working files for OFDA both hardcopy and electronic files in Public Drive/OFDA.
- Maintain database of all OFDA's relevant contacts.
- Organize OFDA library.
- Assist with the preparation of annual inventory records in accordance with the government rules.
- Other administrative duties as necessary.

## 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 (40 points):** At least one (1) year of experience in the field of secretarial/administrative support with international organization is required.

- (3) **Language:** Level IV speaking/reading and writing in English and level IV speaking/reading and writing in Thai are required.
- (4) **Knowledge (30 points):** Must possess good knowledge of administrative office operations, travel arrangement, and records management systems. An understanding of administrative functions such as filing, record keeping and/or Time & Attendance management is also required.
- (5) **Skills and Abilities (30 points):**
- Ability to work effectively in a team environment is required.
  - Must be able to work well under pressure, get work assigned done without constant follow-up or reminder; meet/adhere to established timeframes and deadlines.
  - Must possess a proficiency in word processing with solid working knowledge of spreadsheets, databases and other computer programs (MS Word programs, EXCEL, PowerPoint, and Outlook).
  - Must possess a proficiency in typing various correspondence formats such as memoranda, letters, reports, faxes as well as standardized documents and forms.
  - Must possess excellent communication and interpersonal skills. Ability to maintain collaborative and effective working relations within a range of internal and external stakeholder is required.
  - Must be able to prioritize and complete his/her assignments with minimal oversight. The ability to maintain strict CONFIDENTIALITY relating to all areas of OFDA matters.

## **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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: June 23, 2016**

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