

Vacancy Announcement



American Embassy, Ankara

SUBJECT: Vacancy Announcement **NUMBER:** VA-2016/54 **DATE:** August 12, 2016

OPEN TO: All interested candidates

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: Human Resources (HR) Clerk

OPENING DATE FOR APPLICATIONS: Opening of business on August 12, 2016

CLOSING DATE FOR APPLICATIONS: Close of business on August 26, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR) Full Performance Level FSN-6 TL 47,871- Trainee Level FSN-5 TL 41,545 p.a. (The salary is gross, deductions are made for the employee share for social security coverage and optional supplemental health benefits and tax is levied on any cash payment made by employer, including bonuses and allowances).

Not-Ordinarily Resident (NOR): Full Performance Level: FP-8- Trainee Level: FP-9
Final grade/step for NORs will be determined by Washington.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Ankara is seeking an individual for the Human Resources Clerk position in Human Resources Office of the Embassy.

BASIC FUNCTION OF POSITION:

The incumbent serves as the Administrative Assistant for the Human Resources Section, performing HR duties such as developing and maintaining the section's various share point sites and HR site on the Embassy home page as well as managing (uploads and downloads) the vacancy announcements on the public internet site; maintains HR subject files; manages State Department internship and fellows program throughout the year; drafts and prepares the Embassy Duty Roster, as well as maintaining the Duty iPad and the duty Book with weekly updates; manages the submission of financial disclosure forms for mid-level (OGE-450) and senior level American Officers (OGE-278); is the primary timekeeper for the section to include keeping time and attendance reports and preparing the bi-weekly time sheets; processing and logging incoming diplomatic notes/correspondence for the HR Office; provides basic translation both spoken and written, typing correspondence in English and Turkish, HR and management notices etc. in draft and final form on the computer using the templates and Management share point site; maintaining subject and chronological files; receiving and placing telephone calls; receiving visitors; monitoring and working with procurement for proper office supply levels and keeping office equipment operable.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (0090) (312) 457-7503.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

A. Following are the minimum qualifications for the FSN-6/FP-8 FULL PERFORMANCE level:

1. Education: Two years university/college studies is required.
2. Work Experience: Minimum TWO YEARS of clerical experience preferable in an office environment where English language is used to perform duties is required.
3. Language: Level IV (Fluency) in Speaking/Reading/Writing English, and Turkish are required. The incumbent must be able to translate documents from English to Turkish and vice versa. Language proficiency will be tested.
4. Other Criteria and Skills: The incumbent must possess tact and ability to deal effectively with all ranks of Americans and local employees and outside contacts for the Human Resources Office in order to provide excellent customer service; excellent communication and presentation skills and the ability to handle multi-tasks at a time; excellent translation skills from Turkish to English and vice versa; must have sensitivity and discretion handling personnel issues; must have excellent knowledge of Microsoft office programs and ability to use Web pass, E2, Share Point, Contact Database, and other computer programs; must have good numerical skills to manage BPA for translation services; should have analytical mind as

well as planning, problem solving, and critical thinking skills, must be flexible, resourceful, self-motivated and customer-service oriented. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

B. Following are the minimum qualifications for the FSN-5/FP-9 FULL PERFORMANCE level:

5. Education: Two years university/college studies is required.
6. Work Experience: Minimum ONE YEAR of clerical experience preferable in an office environment where English language is used to perform duties is required.
7. Language: Level IV (Fluency) in Speaking/Reading/Writing English, and Turkish are required. The incumbent must be able to translate documents from English to Turkish and vice versa. Language proficiency will be tested.
8. Other Criteria and Skills: The incumbent must possess tact and ability to deal effectively with all ranks of Americans and local employees and outside contacts for the Human Resources Office in order to provide excellent customer service; excellent communication and presentation skills and the ability to handle multi-tasks at a time; excellent translation skills from Turkish to English and vice versa; must have sensitivity and discretion handling personnel issues; must have excellent knowledge of Microsoft office programs and ability to use Web pass, E2, Share Point, Contact Database, and other computer programs; must have good numerical skills to manage BPA for translation services; should have analytical mind as well as planning, problem solving, and critical thinking skills, must be flexible, resourceful, self-motivated and customer-service oriented. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

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 will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply. In addition, LE Staff employees must serve a minimum of 52 calendar weeks in the position for which they were hired before becoming eligible to apply for advertised positions in other sections.
3. Current Ordinarily Resident (OR) employees with an Overall Summary Rating that is below 100 on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed not-ordinarily resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Military Service (for male applicants): Completion of compulsory military service is required.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application. Failure to do so may result in a determination that the applicant is not qualified:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member ([DS-174](#)) that can be downloaded from http://turkey.usembassy.gov/job_opportunities.html;
or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Any other documentation (e.g. copies of elementary school diploma, ID card, military discharge, residence permit, document, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

The vacancy announcement published on the U.S. Embassy website supersedes all other announcements. Please note that the Human Resources Office no longer accepts applications delivered to the U.S. Embassy in person. All applications must be submitted via e-mail, fax or, mail, applicants should receive a confirmation e-mail which states that

the application is received by the Human Resources Office. Applicants should contact Recruitment Assistant (see the contact information below), if they do not receive an auto reply confirming receipt of their application.

E-MAIL, FAX OR MAIL APPLICATION TO:

Human Resources Office
Attention: Recruitment Assistant
American Embassy, Ankara, Turkey
Telephone: (0090) (312) 457-7503
Fax: (0090) (312) 457-7322
E-mail: hrankara@state.gov

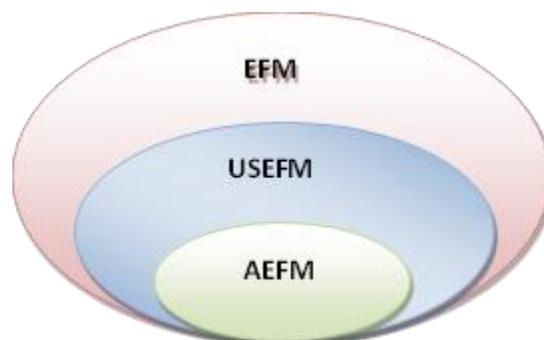
Please note: Short listing and interviews are normally completed within six weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.

CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS ON AUGUST 26, 2016

The U.S. Mission in Turkey 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**



1. 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.

2. 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.

3. 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.

4. 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.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. 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.

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. 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.

EFGs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References