

# Vacancy Announcement



American Embassy, Ankara

**SUBJECT:** **Vacancy Announcement**      **NUMBER:** **VA-2016/01**      **DATE:** **January 19, 2016**

**OPEN TO:** All Interested Candidates

**POSITION:** Community Liaison Office (CLO) Administrative Assistant

**OPENING DATE FOR APPLICATIONS:** Opening of business on January 19, 2016

**CLOSING DATE FOR APPLICATIONS:** Close of business on February 2, 2016

**WORK HOURS:** Full-Time, 40 hours/week

**SALARY:** Ordinarily Resident (OR) Training Level FSN-6: TL 47,871-Full Performance Level FSN-7: TL 56,521 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-7\*/Training Level: FP-8

\*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, Turkey is seeking an individual for the Community Liaison Office (CLO) Administrative Assistant position in the Community Liaison Office of the Embassy.

**BASIC FUNCTION OF POSITION:**

Administrative Assistant supports one CLO Coordinator and one or two CLO Assistants in the eight areas of CLO responsibility; employment liaison, crisis management and security liaison, education liaison, information and resource management, guidance and referral, welcoming and orientation, community liaison, and events planning with emphasis on office management and assistance in matters requiring knowledge of local language and culture.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HR Office at 457-7503.

### **QUALIFICATIONS REQUIRED**

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

A. Following are the **MINIMUM** qualifications for the **FSN-7/FP-7 FULL PERFORMANCE** level:

1. Education: Completion of two years university studies is required.
2. Work Experience: Minimum THREE YEARS of administrative work and/or customer service experience is required.
3. Language: Level IV (Fluent) English and Turkish is required
4. Other Skills: Incumbent must have excellent communication (written and oral skills), strong organizational skills and interpersonal skills to deal with a variety of Embassy personnel and provide good customer service; must have the ability to research on the internet and through telephone calls to have accurate information on places of interest. S/he must be proficient in the use of the Microsoft Office Suite: Word, Excel, PowerPoint, Publisher and Outlook and other web platforms; must have the willingness to work evenings and weekends, must have the ability to operate effectively in stressful situations and s/he must display the ability to be able to plan and meet deadlines; must have good working knowledge of clerical practices and procedures; must have in-depth knowledge of Ankara history/culture, overall knowledge of Turkish culture and knowledge of local products, shops and places of interest. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish Holidays.

B. Following are the **MINIMUM** qualifications for the **FSN-6/FP-8 TRAINEE** level:

1. Education: Completion of two years university studies is required.
2. Work Experience: Minimum TWO YEARS of administrative work and/or customer service experience is required.
3. Language: Level IV (Fluent) English and Turkish is required
4. Other Skills: Incumbent must have excellent communication (written and oral skills), strong organizational skills and interpersonal skills to deal with a variety of Embassy personnel and provide good customer service; must have the ability to research on the internet and through telephone calls to have accurate information on places of interest. S/he must be proficient in the use of the Microsoft Office Suite: Word, Excel, PowerPoint, Publisher and Outlook and other web platforms; must have the willingness to work evenings and weekends, must have the ability to operate effectively in stressful situations and s/he must display the ability to be able to plan and meet deadlines; must have good working knowledge of clerical practices and procedures; must have in-depth knowledge of Ankara history/culture, overall knowledge of Turkish culture and knowledge of local products, shops and places of interest. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish Holidays.

### **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address in their applications all of the above required qualifications.

### **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 will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident (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.

**TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

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](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.

**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).**

**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](mailto:hrankara@state.gov)

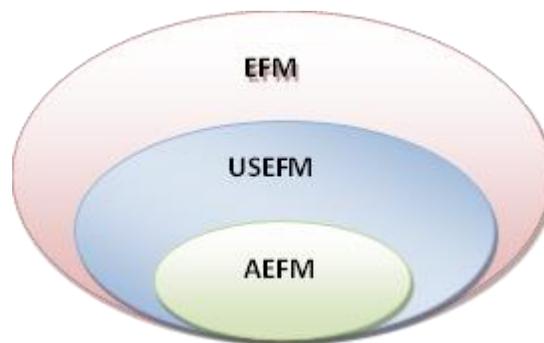
**Please note: Short listing and interviews are normally completed within six weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.**

**CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS ON FEBRUARY 2, 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 individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
- U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
  - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

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:
- 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; and,
  - Has a U.S. Social Security Number (SSN).

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

- 6. Ordinarily Resident (OR):** A Foreign National or U.S. citizen who:
- Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs 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