Vacancy Announcement

American Consulate, Adana

SUBJECT: Vacancy Announcement NUMBER: VA-2015/06 DATE: March 19, 2015

OPEN TO: All Interested Candidates

POSITION: Post Support Unit (PSU) Coordinator
FSN-6 or appropriate training level

OPENING DATE FOR APPLICATIONS: Opening of business on March 19, 2015

CLOSING DATE FOR APPLICATIONS: Close of business on April 2, 2015

WORK HOURS: Full-time, 40 hours per week

SALARY: Ordinarily Resident (OR) Training Level: TL 36,496 - Full Performance Level: TL 46,498 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)**

If the applicants do not meet all the qualification requirements as announced, a trainee level may be established and the starting grade level may be lowered accordingly.

The U.S. Consulate in Adana, Turkey is seeking one individual for the PSU Coordinator position at the Management section.

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

BASIC FUNCTION OF THE POSITION:
Incumbent works under Management and serves as the PSU contact at post;receives invoices, obtains and matches them with receiving reports and purchase orders, obtains necessary approvals from General Services Office (GSO) or Contracting Officer Repreentative (COR);reviews a variety of basic to complex voucher payments for State and all serviced agencies at the Consulate, scans them and sends to PSU as a payment package;researches and determines the resolution; provides advice on U.S. Government (USG) disbursement process, and takes an active role in assuring that claims submitted are in settlement of legitimate obligations incurred in compliance with USG

standard regulations;interacts directly with related sections, PSU and vendors with the primary objective of determining that vouchers are legal, correct, and proper for payment. Other responsibilities include reviews of bills of collection issued and follows up payments. The incumbent also acts as an Embassy Alternate Class B Cashier.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the HR Office at (322) 346 6262.

QUALIFICATIONS REQUIRED:

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

Following are the minimum qualifications for the **FULL PERFORMANCE LEVEL** at **FSN-6**:

1. Education: High school diploma is required.

2. Work Experience: Minimum THREE YEARS of book keeping, accounting and vouchering experience is required.

3. Language: Level IV (Fluent) Speaking/Reading/Writing Turkish and Level III (Good Working Knowledge) Speaking/Reading/Writing English are required. Language proficiency will be tested.

4. Other Criteria: Incumbent must have good understanding of all USG laws and regulations pertaining to disbursing aspects of financial management and related computer applications as well as State Department and other agency regulations, procedures and policies as they pertain to voucher processing. The job holder should have detailed knowledge of utility services available in Turkey and Standard Operating Procedures (SOPs) of utility service providers. Incumbent also needs to know the banking system for automatic payments. Incumbent must be able to use a variety of computer applications. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

Following are the minimum qualifications for the **TRAINEE LEVEL** at **FSN-5**:

1. Education: High school diploma is required.

2. Work Experience: Minimum TWO YEARS of book keeping, accounting and vouchering experience is required.

3. Language: Level IV (Fluent) Speaking/Reading/Writing Turkish and Level III (Good Working Knowledge) Speaking/Reading/Writing English are required. Language proficiency will be tested.

4. Other Criteria: Incumbent must have good understanding of all USG laws and regulations pertaining to disbursing aspects of financial management and related computer applications as well as State Department and other agency regulations, procedures and policies as they

pertain to voucher processing. The job holder should have detailed knowledge of utility services available in Turkey and SOPs of utility service providers. Incumbent also needs to know the banking system for automatic payments. Incumbent must be able to use a variety of computer applications. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

USEFM and U.S. Veteran candidates generally have an equal preference in hiring; however, a U.S. Citizen EFM who is also a U.S. Veteran receives preference in hiring before all other preference candidates.

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 US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
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://adana.usconsulate.gov/job_opp.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. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit

documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g. copies of university diploma, ID card, driver's license, military discharge document, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

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. If the application is sent via e-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 Consulate
Güzelevler Mahallesi, Girne Bulvarı No. 212
01310 Yüreğir, Adana
Telephone: (0090) (322) 346-6262
Fax: (0090) (322) 346-6272
E-mail: AdanaHRO@state.gov

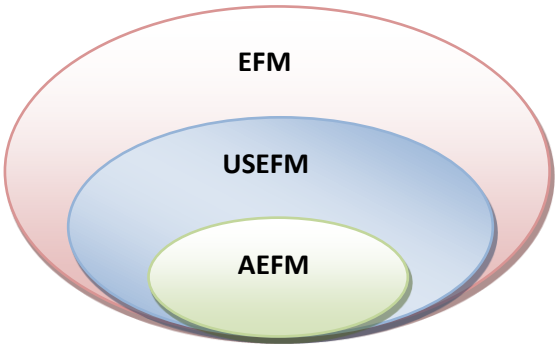
Please note: Short listing and interviews are normally completed within six weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.

CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS ON APRIL 2, 2015

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



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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

<u>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</u>.

<u>Failure to do so will result in an incomplete application.</u>

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