

Vacancy Announcement



American Embassy, Ankara

SUBJECT: **Vacancy Announcement** NUMBER: **VA-2014/66A** DATE: **January 29, 2015**

THOSE INDIVIDUALS WHO HAVE PREVIOUSLY APPLIED FOR THE ROVING OFFICE MANAGEMENT CLERK POSITION (REF 2014/66) NEED NOT RE-APPLY AS PREVIOUSLY SUBMITTED APPLICATIONS WILL REMAIN VALID UNTIL THIS RECRUITMENT IS FINALIZED.

With reference to the Vacancy Announcement No.VA-2014/66, the Roving Office Management Clerk position is re-announced with the following changes in *italic and underlined*.

OPEN TO: US Citizen Eligible Family Members (USEFMs) under Chief of Mission Authority – All Agencies under Chief of Mission Authority

POSITION: Roving Office Management Clerk, FP-8

OPENING DATE FOR APPLICATIONS: Opening of business on *January 29, 2015*

CLOSING DATE FOR APPLICATIONS: Close of business on *February 12, 2015*

WORK SCHEDULE: Part-time, 20 hours/week

SALARY: *EFM: US\$ 36,111 p.a. (Starting salary)
Position grade, FP-8 to be confirmed by Washington.

NOTE: Only US Citizen Eligible Family Members (USEFM) as defined below of U.S. Government employees assigned to the Mission under Chief of Mission (COM) authority in Turkey are eligible for consideration. A USEFM does not have to be residing in country to apply to be considered, but the sponsoring officer under COM authority in Turkey does have to be officially assigned to post.

The U.S. Embassy in Ankara, Turkey is seeking a US Citizen Eligible Family Member (USEFM) for the position of Roving Office Management Clerk in the Human Resources Office of the Embassy.

Once Post has selected a candidate to fill this vacancy, and the candidate has accepted Post's conditional offer of hire, and the DS clearance process has been initiated, the selectee will be ineligible to apply for other EFM advertised positions which may come open. Further, please be advised that once you enter on duty that you must work 90 calendar days before you become eligible

to apply for a different open EFM position. If you have any questions or concerns, please speak with the HR Officer prior to submitting your application.

The job offer is being made contingent upon the Embassy's satisfactory evaluation of all required security screenings which will be performed prior to the selected candidate's entry on duty and his/her obtaining the necessary security clearance within reasonable time.

BASIC FUNCTION OF POSITION:

The incumbent provides office management and administrative support to all sections in the Embassy in the absence of the regular FS OMS. Under the supervision of the Human Resources Officer, the incumbent performs various administrative support, and, at times, escort duty for all sections within the Embassy as requested.

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.

Following are the **MINIMUM** qualifications for the **FP-8 TARGET** level:

1. Education: Completion of secondary school is required.
2. Work Experience: Minimum THREE YEARS of clerical experience is required.
3. Language: Level IV (Fluent) English is required.
4. Other Skills: Good ability to process computer software such as Word, Excel, PowerPoint and Outlook ; to draft correspondence and cables on a daily basis; to exercise discretion, tact and diplomacy in dealing with telephone callers as well as visitors to the offices is required. Incumbent should be able to type 50 wpm; must be familiar with the functions and regulations/procedures of the various; sections/units in the Mission as she/he relates to the clerical and administrative process of the offices. Coverage during summer rotation season is required.

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 of *Needs Improvement* or *Unsatisfactory* 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. The candidate must be able to obtain and hold a **Secret** security clearance.

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; 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 degrees earned, essays, certificates, awards) 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 will 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

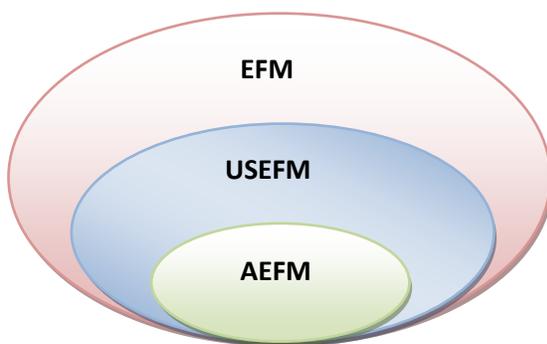
Please note: Short listing and interviews are normally completed within six weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.

CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS ON FEBRUARY 12, 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

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