ANNOUNCEMENT NUMBER: Y-15-0001

OPEN TO: All Interested Candidates

POSITION: **Motor Pool Supervisor, 5100030, FSN-6, FP-8***

OPENING DATE: **Jan 26, 2015**

CLOSING DATE: **February 6, 2015**

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

SALARY: *Ordinarily Resident: FSN-6 (basic salary RUB 538,316 + meal allowance RUB 29,952 + bonus 1/12 of the basic salary - starting salary per year before tax)*

**AEFM/MOH/NOR: FP-8* (position grade to be confirmed by Washington)*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED PERMANENT RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

All applications and résumés must be in English. Applications received in any other language will not be considered.

The U.S. Consulate in Yekaterinburg is seeking an individual for position of Motor Pool Supervisor in the Management Section.

BASIC FUNCTION OF POSITION

The Motor Pool Supervisor and Back-up Storekeeper is responsible for managing the Consulate's motor pool activities and expendable supply operations. The incumbent reports directly to the General Services Officer (GSO) Assistant and supervises three (3) locally employed (LE) staff drivers. Serves as a driver as needed. Working with the GSO Assistant and Management Officer, develops and manages driver schedules, implements safe driver program requirements, ensures drivers are medically qualified to perform their duties and that they are Smith System of driving trained. Manages vehicle maintenance program and schedules routine maintenance of vehicles and is responsible for ordering, issuing and maintaining an accurate inventory of vehicle parts.

A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Please send your request to the email address: yekaterinburghr@state.gov

QUALIFICATIONS REQUIRED

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

1. A minimum of two years of technical college or university is required.
2. One year of experience as a motor pool supervisor, driver, vehicle mechanic, parts inventory control and/or ordering clerk is required.
3. Minimum Level III (good working knowledge) of English is required (will be tested). Level IV (fluent) of Russian is required.
4. In-depth knowledge of Russian vehicle and traffic rules, regulations and laws is required. Knowledge of types of driver licenses official drivers require and testing intervals is required.
5. Must have the ability to develop and maintain an extensive range of contacts outside the Consulate. Initiative and resourcefulness in obtaining evidence and sound judgment in evaluating evidence is required.
6. Must have excellent interpersonal skills and a good working knowledge of Microsoft Office applications: Excel, Outlook and Word. Must have a valid driver's license (category B). Must be familiar with graphic software tools to draft and interpret plans, schemes, etc.

Due to the high volume of applications, only qualified applicants will be contacted by the HR Office.

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.

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 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 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 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 security clearance.

TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-0174); **and/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., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Fax: 7-345-379 4515; Email: yekaterinburghr@state.gov
The preferred way of receiving resumes is via email.

CLOSING DATE FOR THIS POSITION: February 6, 2015

The U.S. Mission in Russian 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.

Vacancy Announcement approved by Andrew Wiener (HRO) _____

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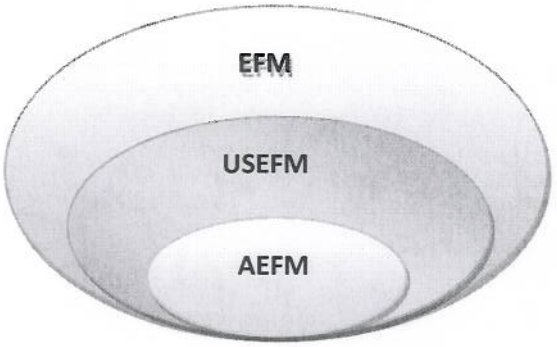
Appendix A
DEFINITIONS



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:

1. 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
2. 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, Civil, 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 (*OR*, see below) 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).

7. **Veterans' Preference -** When applying the Veterans' Hiring Preference for local mission employment opportunities, a "preference-eligible" veteran candidate is a US citizen or non-citizen who holds a DD-214; AND has been discharged or released from active duty in the armed forces under honorable conditions, AND meets the criteria of one of the three categories below:

(1) **An individual** who served on active duty in the armed forces**:**

- For a period of more than 180 consecutive days any part of which occurred between 9/11/01 and 8/31/11; **OR**,
- During the period 8/2/90 – 1/2/92; **OR**,
- For a period of more than 180 consecutive days any part of which occurred between 1/31/55 and 10/15/76 (not including as a Reserve for service in the Army National Guard or the Air National Guard or as a Reserve for service in the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve); **OR**,
- During the period 4/28/52 – 7/1/55; **OR**,
- In a campaign or expedition for which a campaign badges has been authorized (as indicated on official documentation).

(2) **A disabled US veteran** who has:

- Served on active duty in the armed forces; **AND**,
- Established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

(3) **A retired member of the armed forces** who is entitled, under statute, to retired, retirement, or retainer pay on account of service **AND** is:

- Disabled; **OR**,
- Retired below the rank of O-4 (major or its equivalent).

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