US Embassy *Tbilisi, Georgia*

Announcement Number 26/14

OPEN TO: **All Interested Candidates– All agencies**
POSITION: **Deputy Assistance Coordinator, FSN-7; FP-7***
(*Position Grade for Not-Ordinary Resident FP-7 to be determined by Washington, Position Grade for Ordinary Resident is FSN-7)
OPENING DATE: **May 13, 2014**
CLOSING DATE: **May 27, 2014**
WORK HOURS: **Part-time (40 hours PP)**

NOTE: Please read the announcement carefully. Applicants should indicate the vacancy for which they are applying at the top of their CV. Only short listed candidates will be contacted. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government, and note the type of relationship.

US Embassy Tbilisi is seeking an individual for the position of Deputy Assistance Coordinator in the Executive Office of the US Embassy Tbilisi.

All documents MUST be submitted in PDF format. All other formats will not be accepted.

NB: FUNDING FOR THE POSITION IS GUARANTEED THROUGH THE END OF SEPTEMBER 2015.

BASIC FUNCTION OF POSITION:
This position will function as an assistant to the Assistance Coordinator and help coordinate Assistance Coordination Committee (ACC) and Working Group meetings.

- Organize Assistance Coordination Committee and Working Group meetings, take notes, and assist in program implementation as needed.
- Maintain master database of USG assistance projects, grouped by sector. Information will include the lead agency, implementing organizations, funding source, amount, include other relevant information and update on a regular basis.
- Serve as the point of contact for the Leahy Vetting process at Post. Coordinate day-to-day Leahy vetting activities within the embassy interagency community and ensure that all individuals and units subject to Leahy Human Rights vetting are done so in accordance with US law. Other duties will include: managing, facilitating, documenting and archiving the vetting of all Georgian citizens for this specific type of training.
- Work with all agencies within the mission to develop a quarterly assistance newsletter to highlight mission assistance efforts in the areas of peace and security, democracy, investing in people, economic growth, and gender. Work with agencies to provide accurate information on Mission assistance programs upon request.

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

1. **The candidate must be a US citizen and must have or be able to obtain a US government Top Secret security clearance prior to employment start date.**
2. Education: Bachelor's degree in Social Sciences, Political Science and/or Business, International Relations or closely related field is required.
3. Prior Work Experience: One year of program experience, or experience in the assistance field or with the State Department or other US government agency is required.
4. Post Entry Training: On the job training.
5. Language Proficiency: English Level IV (Fluent) is required.

6. Knowledge: Knowledge of program operations is required;
7. Abilities and Skills: Must organize factual material succinctly and present meaningful conclusions. Ability to interpret requirements and explain them to others.

SELECTION PROCESS:
When equally qualified, US Citizen Eligible Family Members (USEFMs) and US 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 US Citizen EFMs who hold a FMA appointment 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 Top Secret security clearance.

TO APPLY:
Interested applicants for this position must submit the following or the application will not be considered:
1. Application for US Federal Employment DS-174;
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their applications;
3. Any other documentation (e.g. essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

NOTE:
1. All applications must have the **Position Number** and **Position Title** identified.
2. **You may apply on-line using the** HROTbilisi@state.gov **email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Tbilisi:**
http://georgia.usembassy.gov/about-us/employment-opportunities-tenders2.html
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTISED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

MAIL APPLICATION TO:
Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 227-77-07

DEFINITIONS:
1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
- US Citizen; and,

- EFM (see below) 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse; or same-sex domestic partner as defined in 3 FAM1610.
- 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.

3. 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 US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is <u>not</u> 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 US Social Security Number (SSN).

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

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

Closing Date for This Position: 27 May 2014

The US Mission in Tbilisi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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 program.

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.

Conard Hamilton
HR Officer