

VACANCY ANNOUNCEMENT

AMERICAN CONSULATE, FRANKFURT AM MAIN

Announcement No 78-04	Vacancy Announcement: Rover Secretary	Date: August 3, 2004
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OPEN TO: Appointment Eligible Family Members (AEFMs)
Non-Ordinarily Resident (NOR) U.S. Citizen

POSITION: Rover Secretary

SECTION: American Consulate General; Frankfurt, Germany

OPENING DATE: August 3, 2004

CLOSING DATE: until filled

WORK HOURS: WAE (when actually employed)

SALARY: US\$ 26,930 p.a. (FP-8)
(Final Grade/Step to be confirmed by Washington)

Security Requirement: Applicant must be able to obtain a Secret Security Clearance.

ELIGIBILITY CRITERIA:

Applicant *must* be the Eligible Family Members (EFM spouses or dependents) of a diplomatic direct-hire Consulate employee or active duty military employee. U.S. Mission employees serving a probationary period are not eligible to apply.

BASIC FUNCTION OF POSITION:

Provide replacement administrative/clerical support in the Executive, Consular, Administrative, Security, Courier, Information Management, Procurement Offices (as well as others) during the absences of the full-time American (FS, PSC, PSA, FMA) employees who provide such support or in the event of special projects requiring temporary employees. Incumbent's duties may include: type letters, telegrams, memorandums and reports from drafts; receive and distribute incoming correspondence and forward to the appropriate officer; serve as office receptionist, receiving visitors and telephone calls; assist in making travel arrangements and type travel vouchers; schedule appointments and make local travel arrangements; maintain appointment schedule; perform necessary research relevant to appointments; arrange meetings/conferences and notify participants; organize and maintain files and reference sources, i.e. manuals; assist with ordering supplies and maintaining supply stock; assist with VIP visits, making the necessary logistical arrangements; may act as Time and Attendance clerk.

QUALIFICATIONS REQUIRED

Note: All applicants are instructed to address all 'required qualifications' detailed below with specific examples and comprehensive supporting information. Only applications that address all 'required qualifications' will be considered eligible. The successful candidate may be hired at a lower grade level (training level) dependent upon their personal qualifications, background and prior experience.

1. EDUCATION: Completion of secondary school is required.
2. EXPERIENCE: Must have one to two years of work experience in business/office work, which required use of detailed procedures and practices.
3. LANGUAGE: English: Speaking/Reading/Writing: Level 4 (fluent).

4. **KNOWLEDGE:** Requires basic knowledge of duties, priorities and policies of State Department offices. Knowledge of grammar, format, spelling and punctuation, as well as different styles of writing is essential.
5. **SKILLS:** Computer skills required; word processing, spreadsheet creation and maintenance, use of e-mail, and familiarity with the internet and/or State Department intranet.
6. **ABILITIES:** Must have the ability to effectively communicate orally and in writing with all levels of personnel.

SELECTION PROCESS

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

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Applicants will be required to undergo both a medical and security clearance prior to employment.
4. Applicants must be eligible for employment under host government laws and regulations.
5. Applicant must be able to obtain a Secret Clearance.
6. Applicant must hold a valid German or international drivers license.

TO APPLY

Interested candidates for this position should submit an "Application for Federal Employment" (DS-1950) and may include documentation (e.g. essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above. The DS-1950 may be obtained from the Human Resources office or through the Military Human Resources Offices.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: Jodi Brandenburg
Siesmayerstrasse 21
60323 Frankfurt

POINT OF CONTACT

Jodi Brandenburg
Telephone: (069) 7535-3476
Fax: (069) 7535-3477
E-Mail: brandenburgjl@state.gov

DEFINITIONS

1. **Appointment Eligible Family Members (AEFMs):** is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets *all* of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
 - And does **NOT** receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. **Eligible Family Member (EFMs):** Family members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government

agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.

3. **Members of Household (MOH):** A MOH is a person who 1) has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will reside at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and residency permit for employment in country.
5. **Not Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

CLOSING DATE FOR THIS POSITION: until filled
An Equal Opportunity Employer