



# VACANCY ANNOUNCEMENT

**U.S. Mission** U.S. Mission to NATO

**Announcement Number:** Brussels-2019-51

**Position Title:** Management Analyst

**Opening Period:** March 13, 2019 – March 31, 2019

**Series/Grade:** LE-0105/7  
FS-105/7

**Salary:** LE: EUR 3,080 – EUR 4,070 gross/month  
FS: USD 36,218-USD 63,191 gross/per annum. Actual FS salary determined by Washington D.C.

**For More Info:** JAS Human Resources Office, Tri-Missions, Brussels

**Who May Apply:** U.S. Citizens Only / All Sources

**Security Clearance Required:** Secret

**Duration Appointment:** LE: Definite Not to Exceed 1 year. May become indefinite after successful completion of one year.  
FS: Definite Not to Exceed 5 years. (FMA)  
Definite Not to Exceed 1 year. (PSA)

**Marketing Statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

**Summary:** The U.S. Mission to NATO in Brussels is seeking eligible and qualified applicants for the position of **Management Analyst**.

The work schedule for this position is: Full Time (FS: 40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:**

The incumbent serves as Management Analyst and assistant to the Deputy Management Advisor and State Management Officer. S/he reports to the Deputy Management Advisor and supports the Management Advisor, the Office of the Management Advisor, and the management section, as needed.

Provides research, analysis, and recommendations on NATO institutional reforms, including NATO Headquarters organizational improvement and reform initiatives, NATO command structure reforms and organizational initiatives, and NATO agency reform initiatives. Serves as action officer when such efforts and activities require direct participation from NATO Ally delegations. Responsible for building and developing institutional knowledge within USNATO on NATO reform topics. Supports and provides internal and external briefings to all levels and branches of the United States government.

Provides research and analysis on the full range of State and Defense management support and management policy topics, including but not limited to financial topics; human resources policy and practices; travel management; emergency planning, preparedness and response; security (physical, technical, information); ICASS policy; facilities management policy; and health and safety topics.

Serves as backup to the Management Executive Assistant and the Management Administrative Assistant, and in that role is responsible, among other duties, for directing incoming phone calls and welcoming visitors and internal and external customers at all levels of USNATO, NATO, and visitors to NATO from the executive and legislative branches of the USG; executing the USNATO Duty Officer program; providing administrative support for the Tri-Mission local employee Merit-Based Compensation performance evaluation cycle; providing administrative support for the annual bidding, recruiting, and assignments cycle for direct-hire Department of State Foreign Service employees; drafting and organizing management policies required by State regulation and practice; answering questions from NATO international staff and Ally delegations about the official and NATO visa application process; maintaining relevant online resource listings of USNATO management information including Sharepoint sites, intranet sites, and State corporate databases.

**Qualifications and Evaluations**

**Education:** Tertiary degree or equivalent post-secondary diploma.

**Requirements:**

**EXPERIENCE:** Minimum two years of work experience in an office environment is required.

**Evaluations:**

**LANGUAGE:** Level 4 (Fluent) Speaking/Reading/Writing of English is required.

**SKILLS AND ABILITIES:** Skills with personal computers and peripherals is necessary. Ability to use the Microsoft Office suite of applications, i.e., Outlook, Word, Excel, PowerPoint, etc. Working familiarity with office equipment (telephones, photocopiers, scanners, fax machine, etc.)

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications. Selected candidate cannot start working with an interim clearance; a full security clearance must be in place prior to entering on duty.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

**Benefits:** Locally Employed Staff, including Members of Household (MOHs), working at the U.S. Mission in Brussels receive a compensation package that includes benefits such as hospitalization insurance, life insurance, and extra-legal pension.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the same time of the conditional offer letter by the HR Office.

**Other information:**

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights \*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

**How to Apply:** All candidates must be able to obtain and hold a Secret clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission's internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the "Apply Now" button at the Mission's internet site: <https://be.usembassy.gov/embassy/jobs/>.

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent)(for AEFM/USEFM)
- Residency and/or Work Permit (for non-EU citizen local residents)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Brussels.