



VACANCY ANNOUNCEMENT

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

Announcement Number: Brussels-2019-13

Position: Human Resources EPAP - FP-04

Opening Period: November 2, 2018 – November 16, 2018

Series/Grade: 2201/FP-04

Salary: USD 66,449 to USD 97,583 gross/per annum, including Overseas Comparability Pay (OCP). Final grade and step will be determined by Washington D.C.

For More Info: Applicants should send their documents and address any questions related to the advertised positions (including work requirement statement for the position) to the appropriate regional bureau using the email address listed below

EUR-IO-EPAP@state.gov

For general information on the program, please visit the [EPAP webpage](#) or email FLOASKEPAP@state.gov

Who May Apply:

Appointment Eligible Family Members (AEFMs) ONLY (as defined in 3 FAM 7120)

Individuals who meet ALL of the following are considered to be AEFMs for employment purposes:

- (1) Is a U.S. citizen;
- (2) Is the spouse or domestic partner (as defined in 3 FAM 1610) of a sponsoring employee (i.e., a Direct Hire Foreign Service (FS), Civil Service (CS), or uniformed service member who is or will be assigned (not TDY) to a U.S. mission abroad under Chief of Mission (COM) authority, or at an office of the American Institute in Taiwan (AIT));
- (3) Is listed on one of the following:
 - (a) Travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under COM authority, or at an office of the AIT, or

- (b) An approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under COM authority, or at an office of the AIT, and is residing at the sponsoring employee's post of assignment abroad;
- (4) Does NOT receive a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
- (5) Is NOT a Foreign Service Generalist or Specialist in Leave Without Pay (LWOP) status;
- (6) Is NOT a Civil Service employee with re-employment rights to their agency or bureau (see 22 U.S.C. § 3950).

OTHER CRITERIA:

- AEFMs must be able to obtain and hold the appropriate security clearance for the EPAP position for which they are applying.
- AEFMs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply.
- AEFMs employed in the Mission on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are NOT eligible to apply within the first 90 calendar days of their employment. (This restriction does not apply to AEFMs with a When Actually Employed (WAE) or intermittent work schedule.)
- The following may also be considered when determining successful candidacy: nepotism, conflicts of interest, budget, etc.

Security Clearance Required: Secret

Duration Appointment: May not exceed 5 years.

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 in Brussels is seeking eligible and qualified applicants for the position of Professional Associate – Human Resources

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

Duties: The Expanded Professional Associates Program (EPAP) provides eligible spouses with employment opportunities in key positions at missions abroad. EPAP is distinguished from other family member employment opportunities in that it offers duties and responsibilities similar to Foreign Service entry-level positions. See here the EPAP [Position Descriptions](#) (PD) created from the Department of State's Bureau of Human Resources Office of Resource Management and Analysis (HR/RMA).

The Basic Function of this position entails recruitment and staffing of State Department positions in USNATO; staff training and development, performance management, appraisals and awards,

timekeeping, salary and benefits administration, employee policy and procedures, labor relations and laws to include EEO and position classification.

Qualifications and Evaluations

The EPAP minimum standards consist of combined Education and Specialized Experience. See EPAP [Qualification Standards Table](#). To be determined “qualified” for a position in the chosen EPAP area, a candidate must minimally meet each grade requirement which includes a combination of education **and** a number of year(s) of specialized experience.

- HS/GED and 10 years specialized experience
- BA/BS or above in non-related field and 5 years specialized experience
- BA+ in Human Resources Personnel or Labor Relations and 3 years specialized experience

Specialized Experience: Recruitment and staffing; staff training and development; performance management and appraisal; employee relations; salary and benefits administration; employee policies and procedures; labor relations and laws – including EEO; position classification; and supervision of HR staff.

Prior EPAP Experience in lieu of EPAP Qualification Standards: Applicants who are able to demonstrate that they have 12 or more months of successful work experience in an EPAP position will be considered to have met the EPAP qualification standards for the same EPAP position at the same grade. Applicants must submit: (a) Notifications of Personnel Action (Forms SF-50) documenting 12 or more months of experience in an EPAP position; and (b) Employee Performance Report (Form JF-57) documenting fully satisfactory or better performance for 12 or more months in an EPAP position.

Evaluations:

LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing of English is required. (This may be tested.)

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:

For EFM, 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) Appointment Eligible Family Member (AEFM) who is a preference-eligible U.S. Veteran*
- (2) Appointment Eligible Family Member (AEFM)

* 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.

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

SECURITY CLEARANCE AND FSFRC:

Applicants do not need to currently hold a security clearance at the time of their EPAP application, nor do they need to be a member of the Foreign Service Family Member Reserve Corps (FSFRC) to apply. However selected candidates must obtain the appropriate level of security clearance for their specific position before they are appointed. To learn more visit FLO’s [FSFRC webpage](#).

Applicant must be at post or arriving within six months of the announcement closing date.

How to Apply:

Applicants may only apply for positions at the post to which their sponsoring employee is or will be assigned.

Applicants should send their documents and address any questions related to the advertised positions to the appropriate Regional Bureau using the email address listed below:

EUR-IO-EPAP@state.gov

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 HR/OE Intranet Site or a copy of their USAjobs resume build with resume builder.

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

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

- Passport copy (photo page with your name)

- DS-174; USAjobs resume built by resume builder or other federal type resume:
 - Federal resume: Be sure to include all relevant work experience you wish to be considered as specialized experience. Any specialized experience NOT included in the DS-174 or federal resume will not be considered by the regional bureau or individual posts.
- Sponsoring employee's assignment cable/notification (TMONE) and OF-126 (Foreign Service Residence and Dependency Report signed by an Authorizing Official); or travel orders (TMFOUR). Applicant will need to provide a copy of their TMFour the day of the interview.
 - The documents must list the name of the sponsoring employee, sponsoring agency, post of assignment for which you are applying, and your name as dependent. The sponsoring employee's post of assignment must be the same location as the post at which you are applying for a position unless it is advertised as a regional position. Note: for positions at Priority Staffing Posts (PSPs), you must include the sponsoring employee's assignment notification (TMONE), even though your name may not be listed. Please contact FLOASKEPAP@state.gov if your sponsoring employee is from a different agency and you have questions regarding the documents to be provided.

For those positions which require a high school diploma or a General Education Diploma, provide a copy of the certificate/diploma or transcript or a final report card.

- College/university degree with transcript: Transcripts must include education you believe is relevant to your application and/or demonstrates that you meet or exceed the EPAP qualification standards. Transcripts must:
 - Be legible, in English, include your name, the name of the institution, and indicate the degree(s) (if any) awarded and course work completed. Note: unofficial copies of school records are acceptable, as long as they meet the above requirements.
 - If your transcripts do not include the degree(s) awarded, include a copy of your diploma with your transcripts.
 - If your transcripts are from a U.S. institution, but they are not in English, you must submit the original transcript and a certified, English translation.
 - If you have foreign education credentials (that is education acquired outside of any State of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.), in order to be credited, foreign education must be evaluated by a credential evaluation service recognized by the U.S. Department of Education. (note: the evaluation must be provided on an official document that includes the name and insignia/logo of the evaluation organization, unofficial copies will not be accepted). Foreign education transcripts will not be accepted. You will submit copies of your foreign education credential evaluations in lieu of transcripts with your application.
- You can request an evaluation from a member organization of one of the two national associations of credential evaluation services:
 - National Association of Credential Evaluation Services (NACES) www.naces.org

- Association of International Credentials Evaluators (AICE)
www.aice-eval.org

Credential evaluations reports are not free and applicants are responsible for the cost of the selected service. Once completed, credential evaluation reports may be submitted for other federal vacancy announcements which require transcripts. The processing time and cost will vary according to the complexity of the case and the amount of documentation you can provide. Prior to submitting any documents to a credential evaluation service, check with the credential companies to learn if certified English translation documents are required. The regional bureaus cannot consider any foreign education credentials that have not been evaluated.

For more information regarding foreign education and accreditation, please contact FLOAskEPAP@state.gov.

Foreign education transcripts will not be accepted without an accompanying credential evaluation.

Applicants should submit copies of their foreign credential evaluation reports with their application packages, as well as copies of their foreign degrees and the related transcripts, if applicable.

- Certificate of Release or Discharge from Active Duty (DD-214) Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable). U.S. Government.
- Notification of Personnel Action forms (SF-50): if applicable and if seeking qualification based on prior service of minimum 12 months in an EPAP position. SF-50 should show position and length of service by providing the initial and final copies.
- Employee Performance Report(s) (JF-57): if applicable and if seeking qualification based on prior service of minimum 12 months in an EPAP position, with a fully satisfactory or above performance rating for a minimum of 12 months.
- Other as listed on the Qualification Standards table.

Required documents will be accepted until 5:00 p.m. (ET), 10 p.m. (Brussels) on November 16, 2018.

No documents will be accepted or applications considered if they arrive after this deadline.

What to Expect Next:

REVIEW PROCESS: Once the vacancy announcement closes, the regional bureau will review the applications to confirm eligibility and whether the applicant meets the EPAP Qualification Standards for the position to which they applied.

The regional bureau will forward the list of qualified candidates to the post to conduct any required language testing and to schedule interviews.

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

Post will interview the referred applicants, and inform the bureau of their selection. The regional bureau will make final decisions on grade and salary determinations and will extend a conditional offer to the selected AEFM.

The Regional Bureau will notify candidates of the status of their application throughout the process.

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