



# VACANCY ANNOUNCEMENT

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

**Announcement Number:** Brussels-2019-59

**Position Title:** Registry Information System Specialist

**Opening Period:** April 10, 2019 – April 28, 2019

**Series/Grade:** LE-1805/08  
FS-1805/06

**Salary:** LE: EUR 3,496 gross/month  
FS: USD 41,081 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. Becomes 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 in Brussels is seeking eligible and qualified applicants for the position of Registry Information System Specialist.

The work schedule for this position is: Full Time (LE: 38 hours per week, FS: 40 hours per week)  
Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency and NATO authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** Provides IT support on four computer networks managed by the Registry at USNATO. The incumbent ensures the correct functioning of all equipment and software associated with the networks, including updates based on changes in technology and the introduction of new hardware/software. The incumbent also provides cross-boundary support between NATO and Department of State (DoS) networks.

## **Qualifications and Evaluations**

### **Requirements:**

**Education and Experience:** Two years of college or an associate's degree is required combined with minimum 1 year of progressively responsible experience in the information technology field, involving PCs or MACs and Local Area Networks (LANs). Work experience must demonstrate a knowledge of a MS Windows operating environment, **OR** secondary school is required combined with minimum 3 years of progressively responsible experience in the information technology field, involving PCs or MACs and Local Area Networks (LANs). Work experience must demonstrate a knowledge of a MS Windows operating environment.

**JOB KNOWLEDGE:** Must possess practical knowledge of basic network support, i.e., installation and configuration of computers and printers. Ability to create and manage user accounts; assist with troubleshooting and restoring network outages. Must be aware of industry standards, trends, and emerging technologies. Ability to analyze and diagnose network components, using available tools, utilities, or standard procedures.

### **Evaluations:**

**LANGUAGE:** Level 3 (good working knowledge) Speaking/Reading/Writing of English is required.

**SKILLS AND ABILITIES:** Excellent Interpersonal and customer service skills required for working in person, via phone and via email with approximately 150 network users and 400 APO clients. Basic computer skills to support troubleshooting, imaging computers, and servicing printers. Ability to safeguard classified information, material, and equipment. Ability to work independently and be resourceful in providing support services. Ability to maintain good organization of inventory and packages. Ability to lift heavy items (such as equipment) on a needed basis.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

**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, 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 and NATO 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.