



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Embassy in Brussels
Announcement Number:	Brussels-2019-80
Position Title:	Human Resources Assistant
Opening Period:	June 26, 2019 – August 18, 2019
Series/Grade:	FS-0305/07
Salary:	FS: USD 36,725 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. Citizen Eligible Family Members (USEFMs) - All Agencies
Security Clearance Required:	Secret
Duration Appointment:	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 Human Resources Assistant.

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 is the cleared American Human Resources Assistant in the Human Resources Office of the Brussels Tri-Mission. The HR office provides ICASS support to 51 USG agencies and offices

at three missions in Belgium and Embassy Luxembourg. Approximately 600 US direct hire employees (USDH) and Eligible Family Member (EFM) employees and 400 Locally Employed (LE) Staff in Brussels and Embassy Luxembourg. The HR office is made of twelve LE Staff, two AEFM, and two USDH Americans.

Qualifications and Evaluations

Education: Two years post-secondary education is required.

Requirements:

EXPERIENCE: Three years of progressively responsible work experience with customer service responsibilities in an administrative role or HR office.

JOB KNOWLEDGE: General knowledge of administrative and Human Resources practices and procedures is required. Ability to quickly become knowledgeable about the Tri-Mission's organizational structure, functions, and agencies, American direct-hire benefits as well as the processing/administration of the various components dealt with at post. Must have a good understanding of 3 FAM and Belgian Social Security. Must familiarize quickly with all HR systems and applications used within the office. Must develop strong knowledge of e-QIP, FS Bid, HR Online, and Ops.

Evaluations:

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

SKILLS AND ABILITIES:

- Excellent customer service skills
- Ability to get along with everyone, approachable and a good listener
- Excellent computer skills - Familiarity with office systems, Microsoft Office applications (Word/Excel/PowerPoint)
- Ability to handle multiple tasks simultaneously
- Ability to communicate with people of all levels; well-developed written and oral communication skills
- Analytical and problem-solving skills required
- Must be familiar with the U.S. Department of State operations
- Must be able to have and maintain a secret security clearance
- Thoroughness in all details
- Considerable tact, diplomacy and strong communication skills essential in the person-to-person interaction with principals, American personnel, Local staff, EFMs, interns and Seasonal hires. Very good. Good typing skills. Must have an analytical mind.

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. 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.