



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Embassy in Brussels
Announcement Number:	Brussels-2019-60
Position Title:	Security Logistics Assistant
Opening Period:	April 10, 2019 – April 26, 2019
Series/Grade:	LE-401/06 FS-401/08
Salary:	LE: EUR 2,811-EUR 3,715 gross/month FS: USD 32,831-USD 57,634 gross/per annum. Actual FS salary determined by Washington D.C.
For More Info:	JAS Human Resources Office, Tri-Missions, Brussels
Who May Apply:	All Interested Applicants / All Sources
Security Clearance Required:	Local Security Certification or Public Trust
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. Embassy in Brussels is seeking eligible and qualified applicants for the position of **Security Logistics Assistant in the Regional Security Office.**

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 authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties:

Incumbent provides investigative, emergency response, residential, office management, and logistical security support to the Regional Security Office under the supervision of the Senior Foreign Service National Investigator (FSNI).

A. Administrative Support for Investigations

Assists with conducting planning, screening and interviewing of all locally hired staff and contractors to determine suitability for employment. Provides assistance for various other investigative cases, and establishes and maintains files. Coordinates and maintains security recertification for locally hired staff.

B. Office Management and Logistics and Liaison

Manages and files all incoming crank files, manages incoming and outgoing mail, provides support to VIP visits and requests Weapon Permits for Special Agents. Manages the vehicles assigned to the RSO office, keeps records, and schedules maintenance and repairs. Maintains a current knowledge of daily events in Belgium and any other security related incidents that could adversely affect the U.S. Government and the Tri-Mission community.

C. Emergency Planning and Coordination

Assists the Emergency Response Coordinator (ERC) and RSO Office in carrying out day-to-day functions of emergency management planning and preparedness. Assists the ERC in developing and implementing drills and other exercises, in completing and maintaining inventories of emergency supplies, and in the training of floor wardens. Serves as a First Responder.

D. Residential Security Coordinator (RSC) Management Assistant

Assists the RSCs in managing all aspects of Residential Security operations. Coordinates and prepares written reports, verbal guidance on a broad range of residential security issues and requirements for all official 300+ residences to ensure contractor's operational, administrative, logistical and fiscal contract compliance. Serves as back-up RSC in the absence of the incumbents to ensure continuity in program.

E. Post Fingerprint Coordinator

Acts as the RSO fingerprint officer for U.S. citizens employed at the Tri-Mission, their families, and others as directed by the SRSO/DRSO. Sets up appointments, prepares all necessary paperwork and conducts the fingerprinting process.

Qualifications and Evaluations

Education: Completion of secondary school.

Requirements:

EXPERIENCE: Minimum two years of experience in office clerical and secretarial work in a security field.

JOB KNOWLEDGE: A good working knowledge of administrative office procedures and procedures of agencies and organizations normally contacted by the investigative staff, in particular the organization of the three American diplomatic missions in Belgium and Belgian security and police organizations and operations. Must have a good working knowledge of Microsoft Office Suite - Word, Excel, PowerPoint, Access and the use of Internet.

Evaluations:

LANGUAGE: Speaking/Reading/Writing: Level 4 (fluency) in English, and level 3 (good working knowledge) in French and Dutch.

SKILLS AND ABILITIES: Must possess a valid driver's license "B", and must have good typing skills. Ability to maintain extensive contacts with officials of various local agencies. Ability to exercise initiative and resourcefulness in obtaining information. Ability to draft report in precise English.

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 Local Security Certification or Public Trust 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)
- 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 e-mail.

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.