



VACANCY ANNOUNCEMENT

FY18-16r

Issued by the JAS Human Resources Office - Tri-Missions, Brussels

The Human Resources Office of the U.S. Mission to NATO is seeking eligible and qualified applicants for the position of

HUMAN RESOURCES ASSISTANT

Open to: U.S. Citizen Eligible Family Members (AEFMs) and Eligible Family Members (EFMs) – All agencies

Click [here](#) to see the list of definitions

Position: Human Resources Assistant, FP-07*

Opening Date: March 9, 2018

Closing Date: March 18, 2018

Work Hours: Full-time

Salary Range: Not-Ordinarily resident (NOR): FP-07* - USD 36,218 – 63,191 gross/p.a.

*Final grade/step for NORs will be determined by Washington

NOTE 1: ALL NON-ORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

The position provides technical and administrative support to the Human Resources Office for many multi-functional responsibilities: manage all in/out-process for employees assigned to the U.S. Mission to NATO and NATO agencies, support employees' HR requirements through post and manage a variety of HR programs, e.g. intern program, timekeeping, post language program and awards program. This position description covers two positions in the U.S. Mission to NATO (USNATO) Human Resources Office. The incumbent may be assigned any of these responsibilities as either the primary or secondary individual responsible, but will provide back up the secondary position on all responsibilities not assigned as primary.

Personnel Support

The jobholder in-processes all new employees, advises employees of policies and entitlements, and assists them in resolving problems and/or acquiring benefits, such as Common Access Cards (CAC), other ID cards, ration cards, NATO badges, etc.

Updates USNATO telephone roster and Emergency Notification System with telephone contact information, and updates USNATO organizational charts.

Prepares and distributes arrival and departure notifications. Maintains database for current and former employees.

Assists all employees who require renewal of CACs, IDs, installation passes, ration cards, etc. Provides required paperwork to complete process of renewal.

Responsible for management of all personnel documents and local personnel files pertaining to personnel assigned under Chief of Mission to USNATO and for Americans employed on the NATO International Staff (IS) and other NATO Agencies.

Responsible for out-processing of all departing employees. Collects ration cards and provides guidance on returning all appropriate documents, including ID cards, before departure from Post.

Responds to requests for personnel data and statistics, providing up-to-date information garnered from a variety of sources.

Program Management

Responsible for coordinating, assigning and following up on all actions pertaining to the USNATO internship and summer hire programs. Advises State Department, universities, USNATO Management, and students on current status of acceptance, security clearance submission and adjudication, passports and visas, and other personnel or administrative matters that must be completed prior to arrival of individual intern.

Coordinates USNATO awards program for all personnel assigned to USNATO. Responsible for setting up awards boards and recommending courses of action to ensure that awards are given in accordance with regulatory requirements.

Functions as timekeeper for DOS and DOD employees and as liaison for ordinarily resident (OR) employees at USNATO. Maintains DOS and DOD payroll records. Serves as payroll liaison to DOS and DOD Payroll offices to resolve payroll problems.

Coordinates French Language Program at USNATO. Collects applications and coordinates approvals for DOD employees through the USNATO Budget and Finance Office. Serves as a liaison between the language instructors and students for training schedule establishment and classroom access.

Assists the Personnel Specialist with the creation of new recruitment actions and liaises with the Civilian Personnel Advisory Center (CPAC) on the posting of NATO vacancy announcements.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Two years of post-secondary education.
- 2. EXPERIENCE:** Minimum three years of administrative work experience in an office environment.
- 3. LANGUAGE:** Speaking, reading, and writing: level IV (fluency) in English. Must possess "excellent" English grammar, spelling, punctuation and formatting skills. Ability to proofread and submit documents without error. Ability to draft, staff, and finalize correspondence utilizing clear writing style.
- 4. SKILLS AND ABILITIES:** Ability to maintain absolute confidentiality with regard to individual personnel records and information. A good knowledge of the workings of a government personnel administrative office. Good computer systems skills, especially Microsoft Office and Outlook programs. Ability to provide excellent customer service and ability to effectively communicate with individuals of all ranks. Must be a multi-tasker and able to manage personnel programs independently. Ability to communicate easily with various employees from DOS, DOD and international organizations.
- 5. JOB KNOWLEDGE:** A detailed understanding of core HR competences. Is expected to give detailed and accurate advice in personnel matters. Demonstrated knowledge of the NATO organization. Must possess a good knowledge of the workings of an administrative office.

SELECTION PROCESS

When qualified, applicants who are U.S. citizen Eligible Family Members (USEFMs) are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Hiring Preference Order:

- (1) U.S. Citizen Eligible Family Member (AEFM) who is also a preference-eligible U.S. Veteran
- (2) U.S. Citizen Eligible Family Member (AEFM)
- (3) Foreign Service Officer on Leave Without Pay

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired 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, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a **Secret security clearance**.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have **at least nine months** remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

PREFERRED OPTION:

Form DS-174 – Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member - can be downloaded from the website; **or**

TO BE USED ONLY IF FORM DS-174 IS NOT ACCESSIBLE

A current resume or curriculum vitae (CV) with the dates of employment (month/year of start and end dates), work schedule (including average hours per week for part-time or intermittent work), and detailed descriptions of duties, responsibilities, and accomplishments for each prior position; or combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**

A combination of both; i.e. Sections 1 -24 of the Form DS-174 along with a current resume or CV;

PLEASE BE AWARE THAT YOU MAY BE ASKED TO COMPLETE THE DS-174 AT ANY STAGE DURING THE HIRING PROCESS.

PLUS

Eligible Family Member Candidates who claim US Veterans preference must submit written documentation confirming eligibility (e.g. Member Copy 4 of form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMPEP).

Family members may apply for this position **9 months prior to their arrival at post** (counting from the closing date of the vacancy) provided that they are in possession of travel orders. A copy of the travel orders must be included in the application package.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above must be included in the application package.

WHERE TO APPLY:

<https://be.usembassy.gov/embassy/jobs>

CLOSING DATE OF THIS POSITION: MARCH 18, 2018

The three U.S. Missions in Belgium provide 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. The Department of State also strives to achieve Equal Employment Opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.