



VACANCY ANNOUNCEMENT

U.S. Mission: U.S. Embassy in Brussels

Announcement Number: Brussels-2019-81

Position Title: Administrative Clerk

Opening Period: August 1, 2019 – August 18, 2019

Series/Grade: LE-0105/06
FS-0105/08

Salary: LE: EUR 2,868 gross/month
FS: USD 32,831 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 Administrative Clerk in the General Services Office (GSO).

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:

Serves as assistant to the Supervisory GSO, as well as provides assistance to the other GSO section chiefs.

Qualifications and Evaluations

Education: High School diploma.

Requirements:

EXPERIENCE: Minimum two years of experience as office manager or customer service manager.

JOB KNOWLEDGE: Desktop PC operations and software packages, including MS Word, Excel and email systems. Internet skills required, general knowledge of procurement, contracting issues, human resources and security issues. Incumbent should be fully conversant and knowledgeable about the provision of all Joint Administrative Services (JAS) and should be knowledgeable of JAS's position in the Tri-Mission work environment. Incumbent should be aware of the Quality Management principles. Incumbent should be able to identify and make contact with pertinent local government offices. Incumbent should also have knowledge of local business practices. In automating the work processes the incumbent must have strong Information Technology skills, knowledge of the ISO-9001 standards and Quality Management procedures.

Evaluations:

LANGUAGE: Speaking/Reading/Writing: Level 4 (fluency) in English, and level 4 (fluency) French or Dutch with level 2 (working knowledge) in the other language. (This may be tested.)

SKILLS AND ABILITIES: Typing, office machine operations. Must possess good organizational and analytical skills. Must possess high level of interpersonal skills and have a customer-oriented attitude, including a facility in relating to customers. Ability to juggle multiple projects and self-prioritize, must be able to work with minimal supervision whilst also contributing to the success of operations as a whole. Must be flexible and adaptive to changing priorities. Excellent interpersonal skills required as position requires coordinating with data gathering from many disparate departments.

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.