



VACANCY ANNOUNCEMENT

FY18-33r2

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

The Consular Section of the U.S. Embassy in Brussels is seeking eligible and qualified applicants for the position of

CONSULAR ASSOCIATE

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: Consular Associate, FP-06*

Opening Date: February 28, 2018

Closing Date: Open Until Filled

Work Hours: Full-time

Salary Range: Not-Ordinarily resident (NOR): FP-06* - USD 40,514 – 70,687 gross/p.a.

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

NOTE: 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 job holder assists with the day-to-day operations of the Consular Section under the overall supervision of the Consular Section Chief.

Assists in the non-adjudicatory functions in citizen services, visa processing, fraud prevention, data entry, visa printing, pre-screening applications, Security Advisory Opinion and Independent Name Checks preparation.

Undertakes temporary assignments or backup duties within the American Citizen Services Unit.

Maintains the Warden System, responds to correspondence via phone and e-mail, produces reports, processes citizenship and nationality claims.

Maintains consular files.

Provides notarial and passport acceptance services, and collects biometrics for visa applications.

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:** High school degree.
- 2. EXPERIENCE:** Minimum one year of consular work experience within the last five years and successful prior completion of the 31-day Consular Course within the last five years.
- 3. LANGUAGE:** Speaking, reading, and writing: level IV (fluency) in English.

4. **SKILLS AND ABILITIES:** Must be flexible and able to adapt to a series of changing work assignments and priorities in a professional manner. Good organizational and typing skills. Basic knowledge of Microsoft Office Suit. Ability to work with colleagues from a variety of offices.
5. **JOB KNOWLEDGE:** Considerable tact and diplomacy in person-to-person contact with Americans and dealing with individuals requiring services in the Consular Office. Must know how to navigate on-line resources and find specific information about U.S. immigration law, U.S. Citizenship and Immigration Services (USCIS) regulations and policies, Department of State consular regulations and policies and the Embassy/Consulate policies and practices.

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 EFMs, USEFMs, AEFMs, or MOHs 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 vacancy **6 months prior to their arrival at post** (counting from the opening 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: Open Until Filled

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.