



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Embassy to Luxembourg

Announcement Number: Luxembourg-2019-04

Position Title: Public Affairs Assistant (Part-Time)

Opening Period: January 29, 2019 – February 12, 2019

Series/Grade: LE-6002/9
FS-6002/5

Salary (part-time): LE: EUR 2,749 – 4,317 gross/month
FS: USD 22,659 - USD 39,535 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: Contract of indefinite duration
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 Luxembourg is seeking eligible and qualified applicants for the position of Public Affairs Assistant.

The work schedule for this position is: Part Time (LE: 20 hours per week, FS: 20 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: Responsible for all aspects (advertising, recruitment, selection, orientation and support of incoming and outgoing candidates) of the Fulbright program in Luxembourg and promotion of study in the United States. Plans and implements programs to enhance public image of the United States and understanding of U.S. policy. This includes close coordination with the Public Affairs Officer on Ambassadorial-level initiatives, visits, speeches, and embassy-hosted events. Works closely with Embassy front office staff, host country officials, and leaders in the arts, education, cultural fields, with particular focus on young and minority audiences. Responsible for programming cultural events, drawing on post and Department resources to highlight U.S. culture and encourage Ambassador's participation in the Luxembourg arts community. Act as the Mission point of contact for a number of exchange programs, including the Dean Acheson Internship program with the European Court of Justice, and the Public Private Partnership scholarship for University of Luxembourg students. In these capacities, incumbent works closely with law school administrators in the United States, the European Court of Justice in Luxembourg, the University of Luxembourg, at all levels, American business leaders in Luxembourg for fundraising and scholarship promotion. The position is also responsible for all aspects of grants administration, making videos of Embassy events, creating various brochures and drafting memos and working with databases of various kinds. Provides a range of administrative and back-up support to the PD section, including in social media, VIP visits, correspondences, planning, commemorative events, media outreach and reporting, and other duties as assigned.

Qualifications and Evaluations

Education: Bachelor's degree in education, marketing, public relations, journalism, media, arts, sciences, liberal arts, government, economics, political science, economic, international relations or business

Requirements:

EXPERIENCE: At least two years of professional working experience required.

JOB KNOWLEDGE: Must be able to demonstrate an awareness of/background in Luxembourg and United States political, economic and social structures, with a special emphasis on cultural and educational institutions and key figures, the Embassy's cultural, educational, exchange and outreach programs and objectives, and U.S. and European systems of education as well as the Fulbright program.

Evaluations:

LANGUAGE: Level IV (fluency) in written and spoken English is required.

SKILLS AND ABILITIES: Strong research capabilities. Ability, initiative and imagination in planning and implementing outreach, cultural, educational and exchange programs. Ability to apply U.S. interests and objectives to program planning. Ability to develop and maintain extensive contacts in all levels of society

including cultural and educational institutions. Strong interpersonal skills and ability to work with all employees of the Mission, cooperating local agencies, local alumni and other partners. Polished English language speechwriting, presentation and briefing skills. Must have a passive knowledge of French or German.

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 Luxembourg receive a compensation package that includes benefits such as a parking allowance and a 13th month bonus.

For Eligible Family Members (EFMs), 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 **
- (4) EU citizens and non-EU citizen local residents with a Residency and/or Work Permit

* 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)
- Passport copy or ID copy
- Driver's License
- 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 Luxembourg.