



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Mission to NATO

Announcement Number: Brussels-2019-77

Position Title: Rover Administrative Assistant (multiple positions)

Opening Period: July 10, 2019 – July 28, 2019

Series/Grade: LE-0130/06
FS-0130/08

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: U.S. Citizen Eligible Family Members (USEFMs)

Security Clearance Required: Secret

Duration Appointment: Temporary PSA Not to Exceed 12/31/2019

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 Brussels is seeking eligible and qualified applicants for multiple positions of Rover Administrative Assistant.

The work schedule for these positions is: Part Time (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: Will be assigned to different sections throughout the U.S. Mission to NATO, as the need occurs.

Primary fill for Rovers include positions such as Executive Administrative Assistant, Operations Administrative Assistant, and section OMS. Responsible to prepare, review all incoming and outgoing correspondence, reports and related materials and disseminate primary or subordinate section. Preparation and review procedures include correct format, grammar, coordination and compliance with USNATO directives and procedures and NATO policy. Identifies and contacts subject matter specialists and NATO staff for the purpose of gathering needed information much of which is classified and highly technical and ensure proper security controls.

Provides customer service and personally handles actions and requests including those involving specific technical issues, and manages and screens calendars.

Performs back-up duties for State Department time and attendance reporting.

Qualifications and Evaluations

Education: High School Diploma (secondary school) required.

Requirements:

EXPERIENCE: Minimum one year of experience in an administrative office.

JOB KNOWLEDGE: Incumbent will display an understanding of the workings of the position and organization. Expected to give accurate advice in administrative matters. Must be able to make a decision without seeking guidance on all programs that he/she is responsible for managing.

Evaluations:

LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing of English is required.

Must possess excellent English grammar, spelling, punctuation and formatting skills. Able to proofread and submit documents without error. Ability to draft, staff, and finalize correspondence utilizing technical writing style. Required to communicate easily (fluently) with various Senior Officials from DoS, DoD and international organizations. Must be able to express/translate administrative/personnel terminology into common language to customers.

SKILLS AND ABILITIES: Must become quickly knowledgeable of the workings of an administrative office, and the NATO, DoD and DoS organizational structure. Ability to communicate freely. Computer/Automated Systems skills in all of the Microsoft Office and Outlook package. Ability to provide customer service equally to all requiring assistance. Ability to multi-task and have the ability to manage administrative programs independently.

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.

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 Secret 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 or ID copy
- 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 Brussels.