



# VACANCY ANNOUNCEMENT

**U.S. Mission** U.S. Mission to Luxembourg

**Announcement Number:** Luxembourg-2019-01

**Position Title:** Office Management Assistant

**Opening Period:** December 18, 2018 – open until filled

**Series/Grade:** LE-120/6  
FS-120/8

**Salary:** LE: EUR 3,905 – 3,905 gross/month  
FS: USD 32,378-USD 32,378 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. Citizens Only / All Sources

**Security Clearance Required:** Secret

**Duration Appointment:** LE: Definite Not to Exceed 2 years minus 1 day  
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 Office Management Assistant.

The work schedule for this position is: Full Time (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:**

The incumbent performs clerical and administrative duties as the Office Management Assistant (OMA) for the Regional Security Office (RSO) pertaining to a multitude of RSO administrative items, both classified and unclassified. The incumbent will need to work independently and possess strong communication skills as the incumbent will be in contact with many diverse individuals on a daily basis. Incumbent will require unescorted access to the Control Access Area (CAA) and a Secret security clearance.

**Qualifications and Evaluations**

**Education:** Completion of high school is required.

**Requirements:**

**EXPERIENCE:** Minimum two (2) years of secretarial / office support staff clerical experience only, performing duties such as: filing, scanning, scheduling appointments/meetings, making travel arrangements, ordering office supplies, receiving telephone calls is required.

**Evaluations:**

**LANGUAGE:** English level IV in both speaking and reading

**Qualifications:** All applicants under consideration will be required to pass 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)
- 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 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.