



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Embassy in Brussels
Announcement Number:	Brussels-2019-38
Position Title:	Regional Transportation Specialist Location of Position: Antwerp port
Opening Period:	February 6, 2019 – March 3, 2019
Series/Grade:	LE-0901/11 FS-0901/4
Salary:	LE: EUR 5,366 – 7,283 gross/month FS: USD – 55,929 – 97,583 gross/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/Public Trust Certification
Duration Appointment:	LE: Definite Not to Exceed 1 year (LE). 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. Mission in Brussels is seeking eligible and qualified applicants for the position of Regional Transportation Specialist. **Job holder will work at the European Logistical Support Office (ELSO) in Antwerp.**

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: Yes

Duties:

Job holder is responsible for planning, analyzing, directing operations, and providing effective management of the transportation services program of the Embassy's European Logistical Support Office (ELSO) in Antwerp, which provides logistical support to over 150 posts worldwide. With considerable discretionary leeway, is responsible for arrangements for transport by all modes, special shipment handling, or accessorial services for export/import of U.S. Government property or personal effects of U.S. Government employees in the most expeditious and economic manner possible. Exercises official authority in the absence of Director or Deputy. Supervises fourteen employees. Duties include:

A. Management and Advisory Functions

Serves as the principal advisor to the ELSO Director on ELSO's complex and sophisticated transportation and logistics program serving over 150 Foreign Service posts worldwide.

On a continuing basis, analyzes and manages transportation requirements for posts worldwide, taking into account delivery timeframes and overall cost benefits to the U.S. Government. Makes final recommendations as to expanding or terminating existing contracts for long term storage of goods.

Develops tools and procedures to facilitate the efficient and effective movement of freight. Uses Abacus, which is an ELSO developed excel cost comparison tool using functions and formulas, dynamically linked to the ELSO rate database, which contains all the rates, passed and current for air, sea and truck tender requirements.

Develops and maintains contacts with officials of storage, shipping, and packing companies, and commercial forwarders to ensure service standards are maintained.

B. Special Projects

Develops and encourages the use of innovative methods and approaches for the purpose of improving services.

C. Manages the Tender Process

Oversees the tender process for all shipments originating at or transiting ELSO.

In consultation with the ELSO Director, determines the market of potential transportation service providers for requests for bids to be sent, drafts Requests for Quotations, and develops spreadsheet templates and EDI methods to be used in the receipt and evaluation of incoming bids. Oversees the maintenance, assembly and filing of the tender solicitation package.

In the case of sea freight or air cargo: takes into account the various surcharges that are based on, e.g., destination, dollar exchange rate, price of oil, political developments, war and security risks, etc.

Requests input from Shipment Assistants for their experience and any recommendations to continue or terminate the use of various forwarders and carriers for their area of geographic responsibility and mode of transportation.

Conducts review of final analysis and evaluation of bids received and sets up lists of forwarders to be used.

Qualifications and Evaluations

Education and Experience: University degree in Business/Public Administration, Economics, or Logistics, with minimum five years of experience in freight forwarding, international distribution, or related field. Minimum two years of supervisory experience. **OR** Secondary/high school diploma with nine years of experience in freight forwarding, international distribution, or related field. Minimum two years of supervisory experience.

Requirements:

JOB KNOWLEDGE: Must have knowledge of shipping and transportation procedures and terminology and Antwerp port tariffs, rules and procedures. Should also have knowledge of the capabilities and reliability of local and international forwarding companies.

Evaluations:

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

SKILLS AND ABILITIES:

Must possess the necessary skills and ability to organize and manage work and to supervise and motivate personnel. Must be tactful, yet effective, in dealings with local and American personnel. Must be a good negotiator. Ability to think logically and display team spirit necessary to function well in a small office. Must possess the capacity to "see the job through".

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:

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.

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/Public Trust certification. 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 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.