



VACANCY ANNOUNCEMENT

FY17-L06

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

The Management Office of the U.S. Embassy in Luxembourg is seeking eligible and qualified applicants for the position of

CLO-COORDINATOR

- Open to:** U.S. Citizen Eligible Family Members (AEFMs) – All Agencies
[Click here](#) to see the list of definitions
- Position:** CLO-Coordinator, FP-06*
* grade level FP-05 to be confirmed by Washington
- Opening Date:** August 7, 2017
- Closing Date:** August 22, 2017
- Work Hours:** Part-time - 20 hours per week
- Salary Range:** Not-Ordinarily resident (AEFMs): FP-06* - USD 47,170 – 69,271 gross/p.a. for a full-time work schedule.

NOTE: THE SELECTED CANDIDATE MUST BE ABLE TO OBTAIN AND HOLD A **TOP SECRET SECURITY CLEARANCE.**

BASIC FUNCTION OF POSITION

The CLO is responsible for developing and managing a program based on community demographics and post-specific needs. Development and implementation of the program has direct impact on post morale and affects overall work performance, productivity, retention, community spirit, and individual and family well-being in a foreign government. The CLO develops evaluation criteria and conducts periodic surveys to assess program efficacy. Based on analysis of formal and informal surveys, the CLO develops and implements a long-range program plan that outlines goals to maintain and enhance morale at post.

The duties of the CLO are defined in eight areas of responsibility. The CLO develops and administers a program plan across the areas which is client-driven and responsive to post-specific needs:

- Community Liaison: In support of Post's needs, the CLO maintains contact with Post groups and offices, as well as the host country and extended community organizations. Liaison should include visits to offices and facilities, participation in meetings and membership on boards and committees as appropriate.
- Employment liaison: The CLO provides information on employment opportunities within the Mission and the local economy. Works closely with HR and local organizations in the identification of job opportunities. Is the chief advocate for family member employment at the Embassy.
- Education liaison: Liaises with schools used by Post families and is attentive to issues related to dependent education. Maintains information on all schooling options and responds to queries. Provides education re-entry support to those families returning to the US. Prepares annual school report.

- Guidance and Referral: Provides confidential support to individuals and groups within the community regarding divorce, spouse/child abuse, adoption, death and mental health concerns.
- Program Management: Provide pre and post arrival information and resources to assure successful acclimation to Post environment.
- Events planning: The CLO is the primary resource on and organizer of community events. Gathers and maintains information of interest to the community. Maintains an active calendar of morale enhancing programs to reach all demographics in the Embassy community. Develops and implements programs to enhance post morale in American, Luxembourg and European culture, traditions, and holidays.
- Crisis Management: Organizes security/contingency/emergency planning seminars and town hall meetings to disseminate information and ensure emergency preparedness.

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**: Completion of secondary school required
2. **EXPERIENCE**: Minimum of three years of professional work experience required.
3. **LANGUAGE**: Level III (Good Working Knowledge) of English Speaking/Reading/Writing required.
4. **SKILLS AND ABILITIES**: Standard knowledge of Microsoft computer environment required; ability to draft and edit material for correspondence and publication required. Ability to demonstrate good interpersonal/customer service skills required.
5. **JOB KNOWLEDGE**: The complexity of issues in the daily administration of the program requires knowledge of pertinent DOS regulations, programs, and policies, as well as host-country laws, practices, and mores. This knowledge is particularly critical to performance of CLO duties in employment liaison, education liaison, crisis management, and security liaison where USG and State Department regulations, policies and initiatives govern programs and benefits critical to the general well-being of FS employees and family members overseas.

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 Top Secret security clearance.

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

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 (FMEP).

Family members may apply for vacant positions 90 days prior to their arrival at post (counting from the closing 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:

<http://belgium.usembassy.gov/jobs.html>

CLOSING DATE OF THIS POSITION: August 22, 2017

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.