



# VACANCY ANNOUNCEMENT

FY17-68

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

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

## HOUSING ASSISTANT

- Open to:** All Interested Candidates / All Sources  
[Click here to see the list of definitions](#)
- Position:** Housing Assistant, FSN-7/FP-07
- Opening Date:** September 20, 2017
- Closing Date:** October 15, 2017
- Work Hours:** Full-time
- Salary Range:** Ordinarily residents (FSN-7): EURO 3,020 – 3,990 gross/month  
Non-ordinarily residents (EFMs) (FP-07): USD 35,364 – 60,512 gross/p.a.

**NOTE : ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

### MAIN DUTIES AND RESPONSIBILITIES

Manages one-third (over 100) of the Tri-Mission (bilateral Embassy, U.S. Mission to the EU, U.S. Mission to NATO) government-leased Housing program. Coordinates with Embassy Personnel, local vendors, and/or contractors to ensure that new units are properly prepared before occupant's arrival. Coordinates repairs, refurbishments and maintenance for units. Handles the connecting/disconnecting/transferring of utilities services. Determines landlord responsibilities for maintenance and renovations of property and communicates such requirements to the landlord in writing; independently follows-up on such requests to ensure timely completion of projects/tasks.

Monitors need for lease renewal. Keeps electronic records on assigned units.

Monitors local real estate market and locates new units. Negotiates with landlords and drafts leases in Dutch, French, and/or English, ensuring adherence to U.S. Government contracting requirements and standard lease clauses. Ensures all Washington and other agency approvals are obtained in a timely manner. Assists in the preparation of annual market survey. Drafts diplomatic notes for exemption of registration requirements.

Acts as key contact for occupants of his/her units: Establishes relationship beginning with briefing upon arrival. Provides information to employees about their assigned quarters and instructs them on the duties and responsibilities of occupants of government-provided quarters. Is primary contact person during employee's tour of duty for all matters relating to Housing. During check-in walkthrough, makes initial determination of which employee requests may be met by the U.S. Government and which are landlord responsibilities.

Manages the residences of two or more senior-level officers and is responsible for coordinating residential requirements for several senior foreign affairs agency representatives.

## 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:** Secondary/High school education.

**2. Experience:** Minimum three years office experience. Experience with landlord-tenant relations, as in a rental agency or law firm.

**3. Language Requirements:** Speaking, reading, and writing: fluency (level IV) in English and French, good working knowledge (level III) in Dutch.

**4. Job Knowledge:** Must quickly become knowledgeable of the Belgian real estate law. Good word-processing skills (MS Word, Excel, and Access) and ability to draft letters and leases in English, Dutch, and French. In-depth knowledge of Brussels is necessary; must know routes of public transportation, nature of different neighborhoods, location of parks, schools, and other amenities. Knowledge of basic maintenance and/or interior design.

**5. Skills and Abilities:** Good negotiation skills to negotiate leases and to deal with landlords. Ability to remember the layout and key features of a large number of very diverse housing units to aid Housing Officer in recommending assignments and briefing new arrivals. A driver's license B is necessary to properly survey area of responsibility and to show Housing Officer and U.S. Government employees their assigned quarters.

## 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 Sensitive but Unclassified (SBU) security clearance.
5. Candidates who are EFMs, USEFMs, AEFMS, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

## 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**

Eligible Family Member 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:**

<https://be.usembassy.gov/embassy/jobs>

**CLOSING DATE OF THIS POSITION: OCTOBER 15, 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.