



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Mission to NATO
Announcement Number:	Brussels-2019-70
Position Title:	Army Post Office (APO) Clerk
Opening Period:	June 28, 2019 – July 14, 2019
Series/Grade:	LE-0105/05 FS-0105/09
Salary:	LE: EUR 2,632 gross/month FS: USD \$29,350 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 1 year. May become 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 to NATO is seeking eligible and qualified applicants for the position of Army Post Office (APO) Clerk.

The work schedule for this position 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: This position is primarily for the Army Post Office (APO) at USNATO. Day-to-day operations entails customer service, operate automated postal systems, requisitioning postal supplies, stamp ordering, service stock and blank money order forms and assisting with APO tasks as needed. The incumbent is required to operate and maintain motor vehicle to distribute (Pick up and deliver) mail and serves as a liaison between the U.S. Army Garrison Brussels, U.S. Mission to NATO, approved U.S. Patrons within NATO, Tri-Mission Diplomatic Post Office (DPO) and the United States Army Europe Postmaster to ensure proper handling of both incoming and outgoing United States Post Office Mail, Military Postal Service mail and Diplomatic Unclassified Mail to include accountable mail.

Qualifications and Evaluations

Education: High School Diploma or equivalent

Requirements:

EXPERIENCE: Three years general clerical work in addition to basic computer experience to Microsoft applications such as Outlook, Word and Excel.

JOB KNOWLEDGE: Ability to interpret and apply United States government Postal regulations, Department of State Diplomatic Mail procedures, Department of Defense (DoD) and United States Army Europe (USAREUR) Postal Regulations and Pamphlets. Incumbent must also have clear basic computer operations skills to include Microsoft applications.

Evaluations:

LANGUAGE: Level 2 (Limited knowledge) Speaking/Reading/Writing of English required. (This may be tested.)

SKILLS AND ABILITIES: Must possess a valid U.S. Government driver's license. Must have strong interpersonal skills with the ability to deal courteously, efficiently and tactfully with all levels of personnel. Must be able to handle mail/diplomatic unclass pouch loads of up to 70lbs.

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.

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.

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 copy or ID copy
- Driver’s License
- 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.