



# VACANCY ANNOUNCEMENT

**U.S. Mission:** U.S. Mission to NATO

**Announcement Number:** Brussels-2019-58

**Position Title:** Program Assistant

**Opening Period:** April 10, 2019 – April 29, 2019

**Series/Grade:** LE-6105/08  
FS-6105/06

**Salary:** LE: EUR 3,496 gross/month  
FS: USD 41,081 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. 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 Program Assistant.

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 and NATO authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** The Program Assistant will work in the Office of the Public Affairs Advisor (PAA) at the U.S. Mission to NATO. The Program Assistant (PA) is responsible for managing and monitoring the Public Affairs section-wide budget. Works with Public Affairs Advisor (PAA) and Deputy PAA for programs on the planning and managing the budget for PAA events and programs, including speeches, receptions, and conferences. The PA assistant serves as the Grants Officer Representative (GOR), and writes and monitors grants to non-government organizations to carry out PA events and activities. Monitors the budget and spending of the PA section, and advises the PAA and Deputy PAA on overall budget issues, including grants and cooperative agreements, and representational funds. Also provides logistical support for the USNATO tours program. The PA works closely with the Public Affairs Sections of participating posts on the budget and logistics of NATO tours, including follow-up and reporting. The PA is also regularly called upon to support high-level NATO meetings, such as NATO Ministerial and Summits.

### **Qualifications and Evaluations**

**Education:** Bachelor's degree or equivalent university level education in humanities, history, political science, international relations, communications, or journalism.

#### **Requirements:**

**EXPERIENCE:** Minimum of one year previous experience in financial management, procurement, accounting; and U.S. government grants and/or cooperative agreements and program management required.

**JOB KNOWLEDGE:** Thorough knowledge of U.S. society, education and political institutions. Knowledge of NATO institutions, political structures and issues; and understanding of European political and security issues.

#### **Evaluations:**

**LANGUAGE:** Level 4 (fluent) Speaking/Reading/Writing of English is required.

**SKILLS AND ABILITIES:** Managing multiple projects simultaneously; drafting program proposals, reports, and other professional documents; conducting Internet research; managing and maintaining a database maintaining a budget and handling representational expenses; managing people in a busy, fast-paced environment.

**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's, 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 and NATO 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
- 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.