



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Mission to the EU

Announcement Number: Brussels-2019-03-R

Position Title: Administrative Clerk

Opening Period: November 28, 2018 – December 12, 2018

Series/Grade: LE-105/6
FS-105/8

Salary: LE: EUR 2,867-EUR 3,789 gross/month
FS: USD 32,378-USD 56,492 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: Top 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 in Brussels is seeking eligible and qualified applicants for the position of Administrative Clerk.

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. This position becomes available only once the Continuing Resolution has been lifted.

Supervisory Position: No

Duties:

The Administrative Assistant is a member of the Executive Office team supporting the Ambassador and Deputy Chief of Mission in conducting their duties. The Administrative Assistant works with the Special Assistant, the Executive Office OMSs and the Protocol Assistant to help ensure the smooth implementation of Executive Office procedures in coordination with the various sections and agencies at post.

The duties include, but are not limited to drafting and formatting correspondence and diplomatic notes; proofreading and editing documents; conducting research and assembling information from public sources; assisting with travel arrangements; processing of representation and travel arrangements; processing representation and travel vouchers; assisting with representational events; assisting with fund raising; maintaining the Ambassador's Outlook and personal contact list, Executive Office's standard operating procedures, taskers list, SharePoint site, and Embassy visitors' database; ordering supplies; etc.

Special projects and other duties as assigned by the Executive Office team.

Qualifications and Evaluations

Education: Two years of post-secondary education required.

Requirements:

EXPERIENCE: Minimum five years of government or private sector office work

JOB KNOWLEDGE: Ability to use and understand government regulations/policies, knowledge of programs and structures within the Embassy and the Brussels Tri-Mission community. Ability to organize and conduct independent research. Ability to draft correspondence, memoranda and reports.

Evaluations:

LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing of English is required. (This may be tested.) Knowledge of correct grammar, spelling, punctuation, capitalization, and format to prepare and edit written correspondence and reports.

SKILLS AND ABILITIES: Must be proficient in MS Office suite – Word, Excel, PowerPoint, OneNote and eContacts database. Knowledge of WinTA Time and Attendance application and ORE Payroll application.

Must exercise good judgment and be courteous when dealing with VIP visitors, and Front Office and Tri-Mission staff. Must be a team player and self-starter.

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:

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)
- Residency and/or Work Permit (for non-EU citizen local residents)
- Passport copy or ID 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.