



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Embassy in Brussels
Announcement Number:	Brussels-2019-71-R
Position Title:	Customs and Shipping Administrative Assistant
Opening Period:	July 30, 2019 – August 18, 2019
Series/Grade:	LE-0905/06 FS-0905/08
Salary:	LE: EUR 2,868-EUR 3,789 gross/month FS: USD 32,831-USD 57,634 gross/per annum. Actual FS salary determined by Washington D.C.
For More Info:	JAS Human Resources Office, Tri-Missions, Brussels
Who May Apply:	All Interested Applicants / All Sources
Security Clearance Required:	Local Security Certification or Public Trust
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)

NOTE: Position is announced again with lowered language requirements. Candidates who applied previously will continue to be considered.

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. Embassy in Brussels is seeking eligible and qualified applicants for the position of Customs and Shipping Administrative Assistant in the General Services Office.

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.

Supervisory Position: No

Duties:

Job holder is Customs & Shipping administrative assistant, primarily serving as the secondary point of contact and subject expert for approximately 1500 Customs and Shipping (C&S) customers for all issues concerning official and privately owned vehicles registrations, personal VAT reimbursement issues, moving traffic violations and the duty free fuel program. Acts as the principal courier to the Ministries of Foreign Affairs and Transportation on the above issues, and supports the airport site officer for frequent VIP visits, as well as assisting the Motor Pool Supervisor with vehicle arrangements for 50-75 VIP visits, annually.

Qualifications and Evaluations

Education: Secondary/high school education.

Requirements:

EXPERIENCE: Minimum one year's experience in a para-professional field.

JOB KNOWLEDGE: Strong knowledge of Belgian motor vehicle laws and regulations, particularly those related to vehicle registration. Must be able to quickly become knowledgeable of the Department of State Foreign Affairs Manual volume 6, as it pertains to vehicles. Good knowledge of general office operations and procedures.

Evaluations:

LANGUAGE: Speaking/Reading/Writing: Level 4 (fluency) in English, and **level 3 (good working knowledge) in French or Dutch with level 2 (working knowledge) in the other language.** Must be able to switch back and forth between languages.

SKILLS AND ABILITIES: In possession of a valid driver's license **B and C.** Incumbent provides practical guidance related to the application for, maintenance of, and rules governing the acquisition of driving privileges and lawful vehicle registration, as well as vehicle sales and purchases. The position holder must be able to communicate complex ideas and detailed procedures to all levels of Tri-Mission staff and management as well as to host country officials and contacts. The position requires regular use of specialized software and spreadsheets.

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 Local Security Certification or Public Trust 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 driver’s license**
- Copy of Orders/Assignment Notification (or equivalent)(for AEFM/USEFM)
- Residency and/or Work Permit (for non-EU citizen local residents)
- 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 e-mail.

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.