



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Embassy in Brussels
Announcement Number:	Brussels-2019-84
Position Title:	Global Employment Advisor
Opening Period:	August 8, 2019 – September 1, 2019
Series/Grade:	FS-0305/06
Salary:	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. Citizen Eligible Family Members (USEFMs) - All Agencies
Security Clearance Required:	Secret
Duration Appointment:	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 Global Employment Advisor at the Community Liaison Office.

The work schedule for this position is: Part Time (FS: 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: The Global Employment Advisor (GEA) is responsible for a variety of client services to assist adult family members (clients) of direct-hire USG employees under COM authority with career

counseling services and locating employment on the local economy and within the Tri-Mission, as well as options for volunteer opportunities and continuing education. GEA services are delivered through individualized counseling, hard copy and on-line publications and information, networking with organizations, training and presentations, and a developed local network database.

Qualifications and Evaluations

Education: Minimum four-year college degree or equivalent.

Requirements:

EXPERIENCE: Minimum of one year of overseas government services experience required.

JOB KNOWLEDGE: Knowledge of the challenges encountered by adult family members who wish to continue their careers while living abroad. Knowledge of employment factors affecting family members serving overseas. Knowledge of terms EFM, AEFM, MOH, and COM, and other acronyms related to Tri-Mission, Brussels. Knowledge of how to network with diverse audiences. Familiarity with the local employment situation, employment trends, and practices. Ability to develop advanced knowledge of the following:

- local work permit laws, practices and norms;
- continuing education opportunities;
- U.S. Government organizational culture;
- pertinent DOS regulations, programs and policies as related to employment within the Mission or on the local economy;
- marketing GEI program internally and externally to Tri-Mission community, employers, and volunteer organizations;
- counseling and coaching techniques and methods;
- presentation and training techniques.

Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook, as well as the Internet and email groups.

Evaluations:

LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing in English is required. (This may be tested.)

SKILLS AND ABILITIES: Must have excellent interpersonal skills. Ability to handle complex information related to local employment. Ability to analyze and define long- and short-term goals, determine effective use of resources and implement responsive services. Must demonstrate a marked degree of analytical skill in interpreting complex information, regulations and research data. Must have highly-developed skills in preparing basic, routine and complex written material. Advanced ability to communicate orally in formal counseling, teaching, and public speaking settings, as well as while handling complex explanations. Must have excellent problem-solving skills. Must demonstrate flexibility

to quickly adapt to new realities and technologies, and be able to incorporate these into the work plan. Must possess the ability to prioritize tasks in order to address problems with time sensitivity.

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
- 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.