



VACANCY ANNOUNCEMENT

FY18-34

Issued by the JAS Human Resources Office - Tri-Missions, Brussels

The Air Force General Counsel's Office of the U.S. Mission to NATO is seeking eligible and qualified applicants for the position of

ADMINISTRATIVE SUPPORT ASSISTANT

- Open to:** U.S. Citizen Eligible Family Members (AEFMs) and Eligible Family Members (EFMs) – All agencies
[Click here to see the list of definitions](#)
- Position:** Administrative Support Assistant, FP-07*
- Opening Date:** March 2, 2018
- Closing Date:** March 18, 2018
- Work Hours:** Full-time
- Salary Range:** Not-Ordinarily resident (NOR): FP-07* - USD 36,218 – 53,187 gross/p.a.
*Final grade/step for NORs will be determined by Washington

NOTE 1: ALL NON-ORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

NOTE 2: PAY WILL NORMALLY BE SET AT THE STEP 1 OF THE PAY GRADE. USE OF PRIOR FEDERAL RATE (PFR), OR SUPERIOR QUALIFICATIONS RATE (SQR) IS DEPENDENT UPON WASHINGTON'S APPROVAL AND AVAILABILITY OF FUNDS.

NOTE 3: THE SELECTED CANDIDATE WILL BE HIRED UNDER THE **PSA HIRING MECHANISM.**

BASIC FUNCTION OF POSITION

The job holder serves as the senior Administrative Support Assistant for the Office of the Air Force General Counsel (International Affairs-Europe) ("SAF/GCI-E") located at the U.S. Mission to NATO in Brussels, Belgium. Performs a full range of administrative duties and executes a variety of special assignments in support of the mission and functions of the office. The position requires the ability to exercise a high degree of independence, initiative, resourcefulness, sound judgment, and discretion to promote the effective and efficient operation of the office, including: task management, suspense system and data base management, and records management for the organization; the administrative and clerical work for the office; maintaining calendars, scheduling appointments, meetings, and conferences; receiving phone calls and visitors and referring them to an appropriate attorney and interacting with members of the Air Force General Counsel's staff, members of the Air Force Secretariat, Headquarters Air Force and Department of Defense staffs, senior leaders of Air Force, Department of Defense and other government agencies and NATO/PFP and other international visitors.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Equivalent of high school and at least two years of higher education.
- 2. EXPERIENCE:** Minimum two years of administrative or office support experience.
- 3. LANGUAGE:** Speaking, reading, and writing: level IV (fluency) in English. Knowledge of correct grammar, spelling, punctuation, capitalization, and format to prepare and edit written correspondence and reports.
- 4. SKILLS AND ABILITIES:** Good typing skills.
- 5. JOB KNOWLEDGE:** Knowledge of the capabilities, operating characteristic and advanced functions of various office automation software processing procedures and function keys to produce a wide range of documents that often require complex formats such as graphics or tables within text, to edit and reformat electronic drafts, and to update and revise existing databases or spreadsheets. Knowledge of the nature and capability of different software packages and the integration compatibility among different software types.

SELECTION PROCESS

When qualified, applicants who are U.S. citizen Eligible Family Members (USEFMs) are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Hiring Preference Order:

- (1) U.S. Citizen Eligible Family Member (AEFM) who is also a preference-eligible U.S. Veteran
- (2) U.S. Citizen Eligible Family Member (AEFM)
- (3) Foreign Service Officer on Leave Without Pay

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a **Secret security clearance**.
5. Candidates who are EFMs, USEFMs, AEFMS, or MOHs must have **at least nine months** remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

PREFERRED OPTION:

Form DS-174 – Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member - can be downloaded from the website; **or**

TO BE USED ONLY IF FORM DS-174 IS NOT ACCESSIBLE

A current resume or curriculum vitae (CV) with the dates of employment (month/year of start and end dates), work schedule (including average hours per week for part-time or intermittent work), and detailed descriptions of duties, responsibilities, and accomplishments for each prior position; or

combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**

A combination of both; i.e. Sections 1 -24 of the Form DS-174 along with a current resume or CV;

PLEASE BE AWARE THAT YOU MAY BE ASKED TO COMPLETE THE DS-174 AT ANY STAGE DURING THE HIRING PROCESS.

PLUS

Eligible Family Member Candidates who claim US Veterans preference must submit written documentation confirming eligibility (e.g. Member Copy 4 of form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Family members may apply for vacant positions **90 days prior to their arrival at post** (counting from the closing date of the vacancy) provided that they are in possession of travel orders. A copy of the travel orders must be included in the application package.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above must be included in the application package.

WHERE TO APPLY:

<https://be.usembassy.gov/embassy/jobs>

CLOSING DATE OF THIS POSITION: March 18, 2018

The three U.S. Missions in Belgium provide 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. The Department of State also strives to achieve Equal Employment Opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.