



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Embassy in Brussels
Announcement Number:	Brussels-2019-76
Position Title:	Supply Clerk
Opening Period:	July 10, 2019 – July 28, 2019
Series/Grade:	LE-0805/05 FS-0805/09
Salary:	LE: EUR 2,632 gross/month FS: USD 29,350 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/Public Trust Certification
Duration Appointment:	LE: Definite Not to Exceed 1 year (LE). 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 Supply 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.

Supervisory Position: No

Duties: Maintains computerized inventories in ILMS asset management of all residences and KN's (240 units). Performs the annual physical inventory and reconciliation of office furnishings and equipment in all Brussels, Belgium Tri mission & Luxembourg, Luxembourg offices.

Qualifications and Evaluations

Education: High school degree required.

Requirements:

EXPERIENCE: Two years of clerical experience including some experience with computerized record keeping.

JOB KNOWLEDGE: Must have a good general working knowledge of Department of State and/or associated agency supply instructions and procedures, and detailed knowledge of those instructions and procedures which apply to the specific tasks to which assigned. Must be knowledgeable in the use of the computer hardware and software systems used by the unit.

Evaluations:

LANGUAGE: Level 3 (Good Working Knowledge) speaking/Reading/Writing of English is required. Level 4 (Fluency) speaking/Reading/Writing of Dutch or French is required. (This may be tested.)

SKILLS AND ABILITIES: Must have some typing ability. Must understand the principles of inventory accounting and have a thorough understanding of the appropriate 14FAM and 14FAH sections regarding stock control and inventory control. Must be tactful, yet effective, in working with American personnel and their families. Driver's license is required as job entails using self-drive vehicles between workplaces and inventory sites. Physical strength required for lifting/moving furniture and equipment.

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 Local Security/Public Trust certification. 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 or ID card copy
- Driver's License
- 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.