



# VACANCY ANNOUNCEMENT

**U.S. Mission** U.S. Mission to NATO

**Announcement Number:** Brussels-2019-15

**Position Title:** Administrative Clerk

**Opening Period:** November 2, 2018 – November 18, 2018

**Series/Grade:** FS-105/8

**Salary:** 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. Citizen Eligible Family Members (USEFMs); Eligible Family Members (EFMs); or Declared Members of Household (MOHs) - 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 Administrative Clerk.

The work schedule for this position is: Full Time (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:** Serves as the Administrative Assistant for the Operations (OPNS) Directorate within the Office of the Management Advisor (MGT), 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 including: task management, suspense system and data base management, conference room management, conference and visitor support services 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 staff member and interacting with military and civilian members of NATO, USNATO and multiple other USG Agencies.

### **Qualifications and Evaluations**

**Education:** Equivalent of high school diploma.

#### **Requirements:**

**EXPERIENCE:** Must possess a minimum of two years of executive administrative, office support experience.

**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. Basic working knowledge of the organization, functions, and operations of the U.S. Department of Defense, and/or the U.S. Department of State.

#### **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:** Qualified typist is required (minimum of 50 wpm). Familiarity with MS Office Suite and WebPass database.

**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.