



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Mission to the EU

Announcement Number: Brussels-2019-35

Position Title: Administrative Clerk

Opening Period: February 6, 2019 – March 4, 2019

Series/Grade: LE-0105/5
FS-0105/9

Salary: LE: EUR 2,632-EUR 3,478 gross/month
FS: USD 28,945-USD 42,507 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. Citizens Only / All Sources

Security Clearance Required: Public Trust Certification

Duration Appointment: LE: Definite Not to Exceed 1 year. May become indefinite after successful completion of one year.
FS: 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: Part Time (number of hours per week: 20 - 32 hours per week depending upon the hiring office needs)

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 incumbent serves as a clerical assistant for the Federal Aviation Administration (FAA) Europe, Africa & Middle East Office (AEU). The incumbent provides service support to both FAA internal and external customers, and provides clerical and administrative support to all FAA lines of business located in the FAA AEU office. Duties mainly include reception work, answering telephone calls, filing, arranging travel logistics, and scheduling meetings for FAA staff.

Qualifications and Evaluations

Education: High School (secondary school) diploma.

Requirements:

EXPERIENCE: A minimum of one year of clerical/administrative experience.

JOB KNOWLEDGE: Must quickly become knowledgeable of FAA and Embassy JAS structures, and the services and responsibilities of each office within FAA/JAS. Must quickly become familiar with DOT/FAA travel regulations and DOS and FAA management policies, particularly in the areas of visitor support and access to FAA and USEU facilities. Must have good working knowledge of document control practices and filing systems.

Evaluations:

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

SKILLS AND ABILITIES: Strong office administration and clerical skills are required. Must have excellent interpersonal and communication skills, both oral and written. Must have excellent organizational skills, be able to multi-task, and have the ability to adapt to a non-routine workday with numerous interruptions. Must have excellent computer skills (MS Office).

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 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 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.