



VACANCY ANNOUNCEMENT

FY17-58

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

The Community Liaison Office of the U.S. Embassy in Brussels is seeking eligible and qualified applicants for the position of

CO-CLO COORDINATOR

Open to:

U.S. Citizen Eligible Family Members (AEFMs) – All agencies

Click [here](#) to see the list of definitions

Position:

Co-CLO Coordinator, FP-05*

Opening Date:

August 2, 2017

Closing Date:

August 20, 2017

Work Hours:

Full-time

Salary Range:

Not-Ordinarily resident (NOR): FP-05* - USD 52,765 – 77,486 gross/p.a.

*Final grade/step for NORs will be determined by Washington

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

BASIC FUNCTION OF POSITION

The job holder is one of the two Co-Community Liaison Office (CLO) Coordinators assigned to the Joint Administrative Services (JAS) Management Team of the Brussels Tri-Mission and is responsible for developing and managing a comprehensive post program based on community demographics and post specific needs.

The Co-CLO Coordinator establishes and maintains positive and open relationships with all agencies and sections within the Tri-Mission and ensures that all clients are treated fairly and equally. Serves as an advocate for family member employment, liaison with schools used by families at post, organizer of community events, and support provider for newly arrived families to ensure their smooth acclimation to Brussels Tri-Mission environment. Uses strong interpersonal skills and empathy to support and guide those in crisis, and provides confidential support to individuals and groups within the community regarding divorce, spouse/child abuse, adoption, death, mental health concerns, etc. Represents individual and/or collective concerns to post management as appropriate and helps formulate family friendly policies.

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:** High school diploma.
- 2. EXPERIENCE:** Minimum five years' previous experience involving customer service, working with others, interpreting and applying regulatory and procedural materials. Minimum six months' experience in a supervisory position.

3. **LANGUAGE:** Speaking, reading, and writing: level IV (fluency) in English.
4. **SKILLS AND ABILITIES:** Knowledge of pertinent Department of State regulations, programs and policies, as well as host country laws.
5. **JOB KNOWLEDGE:** Ability to analyze and define long-term goals, determine effective use of resources and implement programming responsive to community needs as they develop and change. Ability to recognize, evaluate, and manage potential conflicts inherent to servicing the needs of a diverse community. Ability to deal with three executive offices and all levels of post management. Ability to develop and maintain effective contacts in local business, educational, and service communities. Ability to listen and respond to quality of life concerns in a professional and sensitive manner, and maintain confidentiality.

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 Top Secret security clearance.
5. Candidates who are EFMs, USEFMs, AEFMS, or MOHs must have at least one year 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 (FMPEP).

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:

<http://belgium.usembassy.gov/jobs.html>

CLOSING DATE OF THIS POSITION: August 20, 2017

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.