

# EMPLOYMENT OPPORTUNITY

## U.S. MISSION GERMANY

Number: FRA 114-09

Date: 11/16/09

<b>Position Title</b>	<b>General Services Specialist</b>
<b>Location</b>	<b>American Consulate General, Frankfurt am Main, Regional Support Center</b>
<b>Open To</b>	<b>Current Employees of the Mission, U.S. Citizen EFMs, EFMs, and MOHs – All Agencies</b>
<b>Salary and Grade</b>	<p><b>Not Ordinarily Resident</b>          - US \$ 51,292 per year starting salary          Position Grade: FP-05 (steps 5-14)</p> <p><b>Ordinarily Resident:</b>          - € 54,208 per year starting salary (*)          Position Grade: FSN-10</p> <p>(*) Full Performance Level: Candidates may be hired at a developmental level, i.e. one or more pay grades below the full performance level in order to receive training and to acquire knowledge of U.S. Government specific regulations and operating procedures</p>
<b>Work Hours</b>	<b>Full-time, 40 hrs./week</b>
<b>Opening Date</b>	<b>November 16, 2009</b>
<b>Closing Date</b>	<b>November 29, 2009</b>
<b>Security Requirement</b>	<b>U.S. Mission issued medical/non-sensitive security clearance</b>

The Regional Support Center (RSC), located within the American Consulate General in Frankfurt am Main is seeking an individual for the position of General Services Specialist.

### **BASIC FUNCTION OF POSITION**

*(A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to [employment-germany@state.gov](mailto:employment-germany@state.gov) with identification of vacancy number.)*

Serves independently as General Services Management Specialist within the European and Central Asian regions (EUR and SCA). Incumbent is a regional consultant, providing expert advice and assistance to posts' management and their GSO staffs on a broad range of general services functions, including property management, procurement, transportation, VIP visits and the emerging computer applications related to General Services work (ILMS, WebPASS, E-Services, E-2 Travel, etc.). The incumbent also conducts formal classroom training. Assistance is provided by e-mail, phone, fax, and by traveling to post. Overall supervision for incumbent's regional responsibilities is provided by the Regional General Services Officer.

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific information supporting each item.

**EDUCATION:** Completion of at least two years of college in business management, or business administration, or information technology required.

**EXPERIENCE:** Six years of progressively responsible USG experience, either in a General Services or Information Management section is required, at least four of which must be in a GSO environment, including two years in a supervisory role.

**LANGUAGE:** Level IV (fluent) English (speaking, reading, and writing) is required.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Expert knowledge of USG and Department of State property management and procurement regulations and procedures as well as of travel and transportation regulations is required.
- Expert knowledge in the Department's General Services computer applications related to area of responsibility (WebPASS Procurement, ILMS, VRM, E-2 Travel) is required.

- Must possess a level of writing and verbal skills necessary to discuss complex issues and to prepare comprehensive written reports and recommendations on both general matters as well as on controversial problems and issues.

Please note that the Human Resources Office may conduct tests of appropriate language levels, or other required skills during the interview process.

## APPLICATION INFORMATION

- **Selection Process:** When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications in the application.
- **Additional Selection Criteria:**
  1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
  2. Locally Employed Staff (LE Staff) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply.
  3. Current Locally Employed Staff (LE Staff) with an overall summary rating of 'Needs Improvement' or 'Unsatisfactory' on their most recent Employee Performance Report are not eligible to apply.
  4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first ninety (90) calendar days of their employment.
  5. Currently employed Not Ordinarily Resident (NOR) employees, hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first ninety (90) days of their employment unless hired into a position with a When Actually Employed (WAE) work schedule.
  6. The candidate must be able to obtain and hold a non-sensitive security clearance.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation using the U.S. Mission's electronic application procedure:

Direct link: <http://employment.usembassy.de/>

1. The U.S. Mission will only accept applications submitted electronically using the above-referenced link.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their electronic application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Application language is English, i.e. letter of introduction and application for employment, CV or resume only. Certificates, awards or degrees in English or German do not need to be translated.
5. Note that the U.S. Mission does not/not refund travel expenses incurred by the interviewee.

For a complete list of the terms such as USEFM, EFM, MOH, NOR, OR and their definitions, see the definitions list on the website <http://employment.usembassy.de/definitions.htm>.

**CLOSING DATE FOR THIS POSITION:** November 29, 2009

The U.S. Mission in Germany 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. The Department of State also strives to achieve equal employment opportunity 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 affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: RSC:NVWhitaker  
Cleared: MGT/HR: KPAlbrecht  
Drafted: MGT/HR: FBachmann