

EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Number: M-95-10

Date: 06/23/10

Position Title	Community Liaison Office Coordinator
Location	American Consulate General, Munich, Management Office
Open To	US Citizen Eligible Family Members (USEFMs) – All agencies
Salary and Grade	Not Ordinarily Resident - US \$ 20,821 (based on a 20-hr work week schedule) Position Grade: FP-06
Work Hours	Part-time, 20 hrs/week
Opening Date	June 23, 2010
Closing Date	Until Filled
Security Requirement	U.S. Mission issued medical / top secret security clearance

The American Consulate General in Munich is seeking an individual for the position of CLO Coordinator in the Management Office.

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 with identification of vacancy number.)

The CLO works directly for the Management Officer and assists individuals in adjusting to the post environment; works with U.S. personnel and family members to maintain and promote high morale at post; identifies the needs of the U.S. Mission community and responds with appropriate services, information, and referrals, and advises post management on community matters.

QUALIFICATIONS REQUIRED

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

EDUCATION: Completion of secondary school is required.

EXPERIENCE: 3 years experience an administrative position or similar experience obtained through an employed position or community volunteer service.

LANGUAGE: Level IV English (speak/read/write) is required.

KNOWLEDGE, SKILLS, ABILITIES:

- Previous experience with spreadsheets and other standard MS-Office application.
- Good communication skills are required.
- Must possess the ability to be tactful and be able to facilitate and maintain good relations among community members.
- Must exercise discretion and pay attention to detail.

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 top secret security clearance.
7. This is a sensitive level FMA position graded at the FP-06 level. If the selected candidate does not qualify at the full performance level, he/she will enter at a lower grade level and will receive an upgrade to the next grade after one year. FLO recommends the hiring grade.

- **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: Until Filled

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: MGT: MMenard
 Cleared: MGT/HR: KAlbrecht
 Drafted: MGT/HR DJohnson