

EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Number: FRA 127-10

Date: 09/ 2/2010

Position Title	Rover Secretary (2 positions)
Location	American Consulate General, Frankfurt am Main, Human Resources Office
Open To	US Citizen Eligible Family Members (USEFMs) – All Agencies
Salary and Grade	Not Ordinarily Resident - US \$14.49 per hour Position Grade: FP-08
Work Hours	Intermittent Work Schedule (See definition below)
Opening Date	September 2 , 2010
Closing Date	September 16, 2010
Security Requirement	U.S. Mission issued medical/secret security clearance

Note: Definition of Intermittent Work Schedule: Employment where the workweek schedule is determined by post management on an as needed basis. The employee may be required to work on an irregular or occasional basis.

The American Consulate General in Frankfurt am Main is seeking an individual for the position of WAE Rover Secretary in the Human Resources 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.)

Provide replacement administrative/clerical support services to the State Department offices requiring short-notice support or special projects assistance. Incumbent will be assigned to projects on a flexible schedule (intermittent, part-time, or full-time) dependent on the needs of the office to which assigned. S/he needs to be able to obtain and hold a security clearance.

QUALIFICATIONS REQUIRED

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

EDUCATION: Completion of secondary school (Germany: Realschule, America: American High School Diploma or GED, for all other: 10 years of schooling) is required.

EXPERIENCE: One year experience in business or office work environment is required.

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

KNOWLEDGE, SKILLS, ABILITIES:

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

- Good knowledge of general office duties and office machines are required.
- Ability to effectively communicate orally and in writing with all levels of personnel is required.
- Good computer skills and familiarity with the MS office Suite as well as Intranet and Internet is required.
- Level I typing skills (20 wpm) are required.

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 secret level 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: September 16th, 2010

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/HR: MRRittley
Drafted: MGT/HR: DJohnson