

EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Number: B124-10

Date: August 20, 2010

Position Title	Human Resources Assistant
Location	U.S. Embassy Berlin, Human Resources Office
Open To	All Interested Candidates
Salary and Grade	Not Ordinarily Resident - US \$ 39,994 per year starting salary Position Grade: FP-07 Ordinarily Resident - €40,877 per year starting salary Position Grade: FSN-07 Candidates may be hired on 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.
Work Hours	Full-time, 40 hrs.
Opening Date	August 20, 2010
Closing Date	September 12, 2010
Security Requirement	US Mission certified medical/non-sensitive security clearance

ALL FOREIGN COUNTRY APPLICANTS, INCLUDING AMERICAN CITIZENS, MUST HAVE AND SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Berlin is seeking an individual for the position of Human Resources Assistant 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.)

Incumbent serves as the HR Technician in the American Services Unit (ASU) of the Embassy Human Resources Office. S/he provides client services primarily to U.S. direct hire employees (State Department and other Agencies) and their family members from pre-arrival, through the employee's departure processing. Assists the ASU Supervisor and/or Human Resources Officer(s) with Mission-wide or post specific special projects, related U.S. direct hire employee and position record data files, personnel counts, general position control matters, and in providing support to all HR Quality Management targets. Independently administers Berlin's non-American Student Intern program and serves as Post Language Program Assistant with responsibility for first-line administration.

QUALIFICATIONS REQUIRED

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

EDUCATION: Completion of high school or German equivalent is required.

EXPERIENCE: Two (2) years of clerical/secretarial experience in a customer service environment is required. Six months of this experience must have been in a Human Resources Office or similar administrative entity.

LANGUAGE: Level 3 (good working knowledge) German and English speaking reading and writing language skills are required.

KNOWLEDGE, SKILLS, ABILITIES:

- Thorough knowledge of general office operations and procedures in an administrative office is required.
- High accuracy in data input and maintenance of control documents is required.

- Proficient in the use of MS Office suite programs (MS Word, Excel, Outlook, Share Point), the internet and intranet is required.
- Level II (40wpm) typing is required.

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.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation using the U.S. Mission's electronic application process:

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

1. Applicants submitting a resume or curriculum vitae must provide information equal to what is found on the Universal Application for Employment (UAE), DS-174. **Failure to do so will result in an incomplete application.**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their electronic application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their 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. 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/refund travel expenses incurred by the interviewee.

For a complete list of the terms such as US citizen Eligible Family Member (USEFM), Eligible Family Member (EFM), Member of Household (MOH), Not Ordinarily Resident (NOR), Ordinarily Resident (OR) and their definitions, see the definitions list on the website <http://employment.usembassy.de/definitions.htm>.

CLOSING DATE FOR THIS POSITION: September 12, 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 for relief.

Approved: HR:JCisek
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Drafted: HR: KWitte