

# EMPLOYMENT OPPORTUNITY

## U.S. MISSION GERMANY

**Number: B118-10**

**Date: August 18, 2010**

<b>Position Title</b>	<b>Program Assistant</b>
<b>Location</b>	<b>U.S. Embassy Berlin, Public Affairs Office</b>
<b>Open To</b>	<b>Current Employees of the US Mission, US citizen EFMs, EFMs, and MOHs – all Agencies</b>
<b>Salary and Grade</b>	<b>Not Ordinarily Resident - US \$ 44,737 per year starting salary Position Grade: FP-06 Ordinarily Resident - € 44,553 per year starting salary Position Grade: FSN-08 Candidate 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.</b>
<b>Work Hours</b>	<b>Full-time, 40 hrs/week</b>
<b>Opening Date</b>	<b>August 18, 2010</b>
<b>Closing Date</b>	<b>September 2, 2010</b>
<b>Security Requirement</b>	<b>U.S. Mission certified medical/non-sensitive security clearance</b>

The U.S. Embassy in Berlin is seeking an individual for the position of Program Assistant in the Public Affairs Section.

### **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.)*

The Program Assistant is charged with responding to all correspondence of a general nature that does not come under the aegis of a specific Embassy section, addressed to the Ambassador, the Deputy Chief of Mission, or the Embassy in general. Such correspondence may have been forwarded by the White House, received directly from the German government, from political parties and/or institutions, the media, private organizations or institutions, or members of the general public, in the United States or Germany. The subject matter ranges widely, and includes inquiries for general information, petitions concerning U.S. government actions or policies; and requests for information/official statements on complex and sensitive policy matters. He/she is responsible for drafting responses for the Ambassador and/or Deputy Chief of Mission signature, or as directed, by other sections. Also provides the Ambassador's office with translations of both incoming and outgoing correspondence. Where appropriate, also coordinates correspondence with relevant Mission elements, U.S. Consulates or other U.S. institutions in Germany.

### **QUALIFICATIONS REQUIRED**

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

**EDUCATION:** University degree in Humanities is required.

**EXPERIENCE:** Two (2) years of prior work experience in an office setting is required.

**LANGUAGE:** Level IV (fluency) English and German speaking, reading and writing skills are required.

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

- Knowledge of MS Office suite products and the internet is required.
- Ability to independently draft and prepare correspondence in English and German of moderate to complex nature is required.
- Must be able to translate correspondence and letters, and press clippings from German to English with minimal to no editing.

- Intermediate to advance research skills are 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.
  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:** September 2, 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: HR: JCisek  
Cleared: PA: MMoss  
Drafted: HR: KWitte