

# EMPLOYMENT OPPORTUNITY

## U.S. MISSION GERMANY

**Number: FRA 107-11**

**Date: December 28, 2011**

<b>Position Title</b>	<b>Conference Coordinator (2 positions) (readvertisement of FRA 98-11)</b>
<b>Location</b>	<b>American Consulate General, Frankfurt Am Main, Human Resources Office</b>
<b>Open To</b>	<b>US Citizen Eligible Family Members (USEFMs) – All agencies</b>
<b>Salary and Grade</b>	<b>Not Ordinarily Resident - US \$ 13.14 per hour starting salary Position Grade: FP-09, step 1 EFMs may claim Highest Previous Rate for previous US Government service Note: this position may be Overseas Comparability Pay (OCP) eligible</b>
<b>Work Hours</b>	<b>Flexible work schedule (intermittent, part-time, full-time)</b>
<b>Opening Date</b>	<b>December 28, 2011</b>
<b>Closing Date</b>	<b>Open Until Filled</b>
<b>Security Requirement</b>	<b>Mission RSO issued Non-Sensitive Clearance</b>

The American Consulate General in Frankfurt is seeking individuals for the positions of Conference Coordinator. Depending on the needs of the Mission, applicants will be hired as When Actually Employed (WAE) with an intermittent, flexible work schedule. (In other words, when we have conferences, events, or visits that require the Conference Coordinator assistance, there will be work. There will be no work at other times). Filling of positions is subject to availability of funds.

### **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 Conference Coordinator provides all logistical support for agencies/office planning functions and conferences held in U.S. Consulate Frankfurt's local and regional meeting spaces. In addition, the incumbent will act as the primary on-site contact for Conference Hosts during the conference and maintaining a presence at the conference to handle any issues that may arise. S/he must be able to obtain and hold a non-sensitive clearance.

### **QUALIFICATIONS REQUIRED**

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

**EDUCATION:** Completion of High School is required.

**EXPERIENCE:** One year of event management or conference planning experience in a customer service work environment.

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

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

- Strong interpersonal, presentation and organizational skills are required.
- Valid Class B Driver's License.
- Basic computer skills and familiarity with MS Office suite programs (Word, Excel, Outlook) is required.

Please note that the Human Resources Office may conduct tests of language or other required skills as part of the selection 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. This does not apply to EFMs hired into a position with a 'When Actually Employed' (WAE) work schedule.
  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 by the deadline using the U.S. Mission's electronic application process:

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

1. Applicants submitting a resume or curriculum vitae should provide information equal to what is found on the Universal Application for Employment (UAE), DS-174.
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/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: Open 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 for relief.

Approved: MGMT: MMcCarthy  
 Cleared: GSO R Rodriguez, SWahaj  
 Drafted: HR:LDavis