

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2013-03

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All agencies

POSITION: Program and Liaison officer, FP-6

OPENING DATE: February 11, 2013

CLOSING DATE: March 4, 2013

WORK HOURS: Part-time or Full-time work schedule (to be determined)

SALARY: *USEFM & Not-Ordinarily Resident (NOR): \$44,737 USD p.a.
(Starting salary- to be determined by Washington and will depend on the actual full time or part-time schedule worked) (Position Grade: FP-6)

The Bureau of Conflict and Stabilization Operations (CSO) and Justice Rapid Response (JRR) is seeking an individual for the position of Program and Liaison Officer.

BASIC FUNCTION OF POSITION

The incumbent will carry forward the work program established by the Tier 1 deployed CSO Officer. The incumbent's primary duties are to serve as a program officer in JRR's first operations cell, responsible for coordinating training and deployment opportunities and as a liaison between The Bureau of Conflict and Stabilization Operations (CSO) and Justice Rapid Response (JRR).

MAJOR DUTIES AND RESPONSIBILITIES:

- Coordinate with JRR training partners all aspects of JRR training courses. Manage the registration for training courses including screening and initial recommendation of participating experts.
- Verify the credentials of JRR candidates, especially regarding language, technical skills and experience.
- Manage the JRR roster, including processing and updating JRR expert profiles and details.

- Manage the technical aspects of deployment, including the initial identification of suitable experts after an inquiry has been received, and liaising with the requesting entity and expertise provider.
- Monitor on-going deployments and maintain deployment records.
- Prepare regular reports to JRR membership on JRR activities
- Other duties as assigned.

QUALIFICATIONS REQUIRED

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

1. Bachelor of Science in a related field (law, international relations, policy, social sciences) is required.
2. Level 4 (fluent) Speaking/Reading/Writing English is required.
3. 3-5 years of professional experience administrative or government services is required.
4. Strong analytical experience and organizational skills and familiarity with full range of using database management software are required. Experience serving in a liaison capacity is required.

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 above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees 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 EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently 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.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the Application for Employment (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Insert Address: GenevaHR@state.gov.

POINT OF CONTACT

Name: Laurence Furstenberger
Telephone: 022 749 44 27

CLOSING DATE FOR THIS POSITION: March 4, 2013

The U.S. Mission in Geneva 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 affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));

Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

U.S. Citizen; and,
EFM (see above) at least 18 years old; and,
Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

Is a U.S. citizen; and

Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

Not an EFM; and,

Not on the travel orders of the sponsoring employee; and,

Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

Is not a citizen of the host country; and,
Does not ordinarily reside (*OR*, see below) in the host country; and,
Is not subject to host country employment and tax laws; and,
Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

Is locally resident; and,
Has legal, permanent resident status within the host country; and,
Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Application for Employment.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle,

Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References