

VACANCY ANNOUNCEMENT

The U.S. Missions in Paris

To All Employees	Date: October 4, 2004
Subject: Consular - American Citizen Services Assistant in Nice	HR – 186

OPEN TO: Appointment Eligible Family Members (AEFMs), Not Ordinarily Residents (NORs) and Ordinarily Residents (ORs).

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE PERMANENT WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN FRANCE BEFORE BEING ABLE TO APPLY.

POSITIONS: PC-3603 – Consular - American Citizen Services Assistant (FSN-06, FP-08) (to be confirmed by Washington)

OPENING DATE: October 4, 2004

CLOSING DATE: October 18, 2004 (COB)

WORK HOURS: Full-time: 40 hours/week for AEFM/NOR
35 hours/week for Ordinarily Residents

SALARY: **AEFM/NOR:** \$26,930.00 gross p.a.
*(Full level: FP-08) (to be confirmed by Washington)

Ordinarily Resident: €26,784.00 gross p.a.
*(Full level, FSN-06) (to be confirmed by Washington)

*Full Performance Level: The successful candidate will be hired at a lower grade level (trainee level) should s/he not meet all requirements of the positions.

The Consular Agency in NICE (06), is seeking an **Eligible Family Member/NOR** or **Ordinarily Resident citizen** with the required work permit for one **Consular - American Citizen Services Assistant** position (**indefinite appointment**).
This position will be available early January 2005.

BASIC FUNCTION OF THE POSITION

As one of the two employees at the Consular Agency in Nice, incumbent assists in providing the full range of American Citizens Services to clients.

MAJOR DUTIES AND RESPONSIBILITIES

- Prepares consular correspondence and insures that applications for passports and Consular Reports of Birth Abroad (CRBA) are complete prior to transmittal to Marseille Consulate for processing and issuing;
- Answers the phone and maintains the appointment calendar for the Agency, maintains the files;
- Prepares documents for notorization by the Consular Agent;
- Answers questions and provides information on a variety of subjects including taxes, customs, local doctors and lawyers, residence requirements, and absence voting.

QUALIFICATIONS REQUIRED

Education: High school degree required. Direct job-related experience may substitute for education on the basis on two years' experience equals one year education.

Prior Work Experience: Experience in a Consular Section to obtain the in-depth knowledge of laws and regulations governing all aspects of American Citizen Services work.

Language Proficiency:

English and French: Speaking/Reading/Writing: Full Professional Proficiency (Level IV)

Skills and Abilities: Excellent problem solving skills and innovation;
Excellent planning skills;
Excellent written and oral communication skills;
Excellent interpersonal skills;
Ability to absorb complex information and regulations;
Ability to deal courteously with the general public both in person and on the phone under pressure.

RANKING FACTORS:

1. Previous experience in consular work
2. Problem solving and interpersonal skills
3. Language skills
4. Education

SELECTION PROCESS

When equally qualified, Eligible Family Members, U.S. Veterans and FSC employees subject to the RIF will be given preference in that order. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees may not apply unless they have completed 52 weeks in their current position.
3. Applicants must be eligible for employment under host government laws and regulations.
4. Employees under fixed-term appointments may not apply unless they reach the end of their contract.

APPLICATION AND SELECTION PROCESS:

Interested candidates who meet the requirements of the above position may apply by forwarding to the Human Resources Office, AM-16, American Embassy, 2 avenue Gabriel, 75382 Paris Cédex 08, or by e-mail to baylegb@state.gov or Auffretlj@state.gov

- *A recent application or CV in English.*
- *A letter of interest in English stating the qualifications for the position with special emphasis on the ranking factors.*
- *Evidence of authorization to work in France:*
 - For a dual national, copy of the French identity card.*
 - For a non-French citizen, copy of the carte de séjour with a valid work permit.*
 - For an EU citizen, a copy of the EU card or passport.*

Initial screening will be based on the curriculum vitae and letter of introduction. Candidates ranked highest will be invited to meet with recruitment specialist and to take tests as appropriate. Those ranked highest will then be referred for interviews.

Only applications received in the Human Resources Office before the closing date will be eligible for consideration. Applications and letters, which are inadequate or incomplete, will not be considered. Only applicants selected for interviews will be contacted.

This position is advertised inside and outside concurrently.

POINT OF CONTACT

Email: baylegb@state.gov or Auffretlj@state.gov
American Embassy
2, avenue Gabriel
75382 Paris Cédex 08

FAX: 01-43-12-24-36

DEFINITIONS

1. Appointment Eligible Family Member (AEFM): US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently **assigned to or stationed in France.**
2. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country. Documents showing authorization to work in France and residency status must be submitted with application.
3. Not-Ordinarily Resident (NOR): A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. US citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

CLOSING DATE FOR THIS POSITION: October 18, 2004 (COB, at 5:00 p.m.)
An Equal Opportunity Employer

CON/HR/MGT