

VACANCY ANNOUNCEMENT



Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

TO: ALL AMERICANS
SUBJECT: Administrative Assistant

DATE: Oct. 20, 2009
NUMBER: V-2009-033

OPEN TO: All interested U.S. Candidates. U.S. Citizen Eligible Family Members (AEFM)
All Agencies (See definitions)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

POSITION: PC-5001 - Administrative Assistant, FP-06*, LES-08

OPENING DATE: October 20, 2009

CLOSING DATE: November 3, 2009

WORK HOURS: Full-time: 40 hours/week for AEFMs/NORs
Full-time: 35 hours/week for Ordinarily Residents:

SALARY: Not Ordinarily Resident (AEFM/NOR): **\$40,741.00** gross p.a.
Ordinarily Resident (OR): €38,359.00 gross p.a.

* Actual grade to be determined by Washington.

The U.S. Embassy in Paris seeks an Administrative Assistant for the Tri-Mission Management (TMM) section

BASIC FUNCTION OF POSITION:

The incumbent serves as Administrative Assistant to the Tri-Mission Minister Counselor and Management Officer and as such performs the full range of administrative/secretarial duties needed to support the work and responsibilities of supervisors. Major duties and responsibilities include:

- Typing a myriad of documents such as memoranda, e-mails, telegrams, vouchers, staff announcements and performing data entry as required.
- Drafting routine correspondence
- Screening/ responding appropriately and directing callers and visitors, assisting VIP visits and other major events.
- Dispensing general information, making appointments and reservations of conference rooms as needed.
- Providing logistical support for all representational events, including budget estimate.
- Handling classified material for the section.

- Maintaining files and records of the office.
- Maintaining Supervisors' calendars and TMM events.
- Performing other duties as required.

QUALIFICATIONS REQUIRED:

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

Education:

High school graduate or equivalent is required. Formal secretarial training required.

Prior Work Experience:

Two to three years administrative/secretarial experience.

Language proficiency:

English (W-R-S), Level-4 – Fluency is required.

French (R-S), Level-2 – Limited knowledge is required.

Knowledge:

Good working knowledge of computer programs such as Word, Excel, and Power Point is required. Excellent typing skills with speed is required. Excellent knowledge of grammar, punctuation and spelling is required. Good knowledge of Government policies, Embassy procedures is required.

Skills and abilities:

Good organizational skills and ability to draft routine correspondence are required. Ability to adjust promptly to work and priority changes, and excellent interpersonal skills are required.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA (See Definitions):

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. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a "When Actually Employed" (WAE) work schedule.
5. Evidence of authorization to work in France:
 - For a dual national, copy of the French identity card (if not an EFM).
 - For a non-French citizen, copy of the carte de séjour with a valid work permit.
6. Eligibility for a Department of State Top Secret security clearance.

TO APPLY:

Interested applicants for this position must submit the following or the application package will not be considered.

1. Application for U.S. Federal Employment (SF-171 or OF 612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Embassy of the USA
Human Resources Office
Attn: Genevieve Bayle
2 Avenue Gabriel
75382 Paris Cedex 08

POINT OF CONTACT:

TEL: 01-43-12-25-74
FAX: 01-43-12-24-36
EMAIL: BayleGB@state.gov

DEFINITIONS

1. Appointment Eligible Family Member (AEFM): An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:

- (1) U.S. citizen; and
- (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission; and
- (4) Residing at the sponsoring employee's post of assignment abroad; and
- (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed

services member's travel orders are not AEFMs or U.S. citizen EFM's for purposes of [3 FAM 8200](#).

2. EFM: Eligible Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission. An MOH is:

- (1) Not an EFM; and
- (2) Not on the travel orders of the sponsoring employee; and
- (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

CLOSING DATE FOR THIS POSITION: November 3, 2009, (COB, at 5:00 p.m.)

The US Mission in Paris provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Drafted: HR: GBayle

Cleared: HR: AWMichael

Approved: TMM: ATLe

Distribution: All U.S. interested candidates