

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 48-04**

**OPEN TO:** Appointment Eligible Family Members (AEFMs) – All Agencies

**POSITION:** Administrative Assistant, FP-7 (Full performance level)\*

**LENGTH OF APPOINTMENT:** Five-year FMA appointment

**OPENING DATE:** October 20, 2004

**CLOSING DATE:** November 3, 2004

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*EFM US \$30,124 p.a. (Starting salary, if appointed at FP-07)  
(Final Grade: to be determined by Washington)

NOTE: ONLY APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BY 3 FAM 8200 OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN AEFM DOES NOT HAVE TO BE CURRENTLY RESIDING IN COUNTRY TO BE CONSIDERED.

The U.S. Embassy in Skopje is seeking an individual for the position of **Administrative Assistant in the Management Office**.

### **BASIC FUNCTION OF POSITION**

The Administrative Assistant assists the Management Office with special projects, such as the Post Language Program, OIG inspections, the annual production of the Mission Performance Plan, and the annual American EER cycle. Drafts correspondence and telegrams for the Management Officer's signature. Prepares and updates Management reports and surveys for the Department of State. Incumbent also serves as back-up to the Management Secretary when she is absent or on leave. The incumbent may also be called on to escort visitors and/or contractors in the Controlled Access Areas (CAAs) of the chancery. Provides back-up support to the Front Office.

## **QUALIFICATIONS REQUIRED**

1. Secondary education is required. Some college education is desirable.
2. Fluent knowledge of English is required (ability to communicate, orally and in writing). Incumbent must have good knowledge of English grammar and spelling.
3. The applicant must be a U.S. citizen, eligible to obtain a Secret security clearance, and the dependent of a U.S. Government employee assigned to post and under Chief of Mission authority.
4. Candidates must possess a record of experience functioning in an environment of varied clientele as well as a broad range of administrative duties. Knowledge of standard office procedures, knowledge of Department of State regulations and procedures are highly desirable. End user proficiency in the suite of Microsoft Office applications is essential.
5. Candidates should demonstrate strong self-motivation and the ability to perform multiple tasks simultaneously. Experience in event planning is a requirement.

## **SELECTION CRITERIA**

When equally qualified, Appointment 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**

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 AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.

## **TO APPLY**

Interested candidates for this position should submit the following, or the application 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 Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Al Gorriaran, Human Resources Officer  
American Embassy Skopje, Blvd. Ilinden bb, 1000 Skopje, Macedonia

### **POINT OF CONTACT**

Name: Al Gorriaran  
Telephone: 389-2-116-180 # 6178  
FAX: 389-2-117-103  
E-mail: GorriaranA@state.gov

### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is 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;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

**CLOSING DATE FOR THIS POSITION: OCTOBER 29, 2004**  
An Equal Opportunity Employer