



**AMERICAN EMBASSY
SKOPJE**

ANNOUNCEMENT

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 118-08

OPEN TO: All Interested Candidates

POSITION: Program Assistant/Law Enforcement Specialist, FSN-09; FP-05
DOJ/ICITAP Office

OPENING DATE: April 1, 2008

CLOSING DATE: April 14, 2008

WORK HOURS: Full-time (40 hours per week)

SALARY: *EFM/MOH/NOR: US \$41,122 p.a. (Starting salary for full performance level)
(Position Grade: FP-05 to be confirmed by Washington)

*Ordinarily Resident: EURO 15,981 p.a. (Starting salary for full performance level), Position Grade: FSN-9

BASIC FUNCTION OF POSITION

Incumbent will serve as a liaison between the United States embassy's police development program and Macedonian government officials; will be responsible for developing, maintaining and sustaining positive relations with and access to these officials; may be called upon to participate in supervised or non-supervised meetings involving embassy officials, host government officials, international police development partners, non-governmental agencies/institutions and citizenry. Incumbent will assist in the coordination, implementation, tracking and evaluation of DOJ/ICITAP police development assistance programs in Macedonia. Direct program support will be provided to the Program Manager and indirect support to any subordinate contracted personnel. A key duty will be for the incumbent to keep the Program Manager current in events associated with the police, law enforcement, justice and government affairs. This will require daily review and analysis of a wide range of media sources and regular contact with independent information sources. The position will require written and oral reports, draft memoranda and draft cables, upon request. The incumbent will organize visits and meetings for the program Manager and for visiting officials. When necessary, the position holder will perform as an interpreter. The incumbent will also maintain financial and substantive records and technical assistance materials for police assistance programming. Periodic analysis and reporting of program activities will be required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

1. Bachelor's degree or equivalent university degree is required.
2. At least one year prior work experience in public administration, law enforcement, police development, and local law is required.
3. Level 4 (Fluency) Speaking/Reading English and Macedonian is required. Ability to draft correspondence in correct and precise English and Macedonian language.
4. Strong working knowledge of Macedonian government structures and policies is required. Knowledge of Macedonian current events, personalities, history and culture is required.
5. Proficiency in latest business software programs and office equipment is required.
6. Ability to develop, maintain and sustain positive professional relationships with embassy officials, colleagues, government officials, NGO's and citizenry.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (USEFMs) 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 US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed NORs (persons not ordinarily resident in the country of Macedonia) hired under a Personal Services Agreement (PSA) 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.

In addition, candidates may include 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

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

Telephone: 389-2-116-180 # 3178

FAX: 389-2-117-103

DEFINITIONS

1. 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,
 - Spouse or unmarried child 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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 US 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.

All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: (APRIL 14, 2008)

The US Mission in Skopje 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.