



**AMERICAN EMBASSY
SKOPJE**

VACANCY ANNOUNCEMENT

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ANNOUNCEMENT NUMBER: 003-09

OPEN TO: All Interested Candidates

POSITION: Protocol Assistant, FSN-08; FP-06

OPENING DATE: January 16, 2009

CLOSING DATE: January 30, 2009

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

SALARY: *EFM/MOH/NOR: US \$37,828 p.a. (Starting salary for full performance level)
(Position Grade: FP-06 to be confirmed by Washington)

*Ordinarily Resident: EURO 14,531 p.a. (Starting salary for full performance level), Position Grade: FSN-08

BASIC FUNCTION OF POSITION

The Protocol Assistant serves as a primary assistant to the Ambassador, Deputy Chief of Mission and their spouses, and to a lesser degree, other American officers at the embassy by providing protocol and social guidance and with the host government, Macedonian society, and other diplomatic entities.

NOTE: Albanian language classes, provided at USG expenses are mandatory until a proficiency of Level 2 (Speak/Read limited working proficiency) is attained; not to exceed six months. This does not apply to a candidate with Albanian language proficiency of Level 2 or greater at time of hire.

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

QUALIFICATIONS REQUIRED

1. Must have a university degree in business, administration, public/international relations, or any field in the arts and sciences.
2. Three years of progressively responsible secretarial or other administrative experience is required; it is essential that at least two years should be in protocol and/or as an assistant to an executive-level position.
3. Level IV (Advanced Professional Proficiency) Speaking/Reading English is required in order to carry out functions on a high level (VIP visits, delegations, meetings).
Level IV Speaking/Reading Macedonian is required in order to establish host contacts.
4. The candidate must be able to represent the U.S. Ambassador and Embassy with confidence, poise, and sensitivity.
5. The candidate must possess excellent people skills, be able to work under pressure of deadlines and the stress associated with the organization and execution of major events, as well as be able to work flexible time schedules and be unflappable in the face of last minute changes in arrangements or decisions.
6. Must be able to work with minimum supervision, be a quick study regarding the nuances of U.S. protocol requirements and have the knowledge of prominent persons, protocol processes, precedence order, and social and cultural norms of the various ethnic and national groups in Macedonia. Must be aware of nuances and complexities that may impact the effectiveness of representational events, public appearances, official meetings, and VIP visits in Macedonia.
7. Must have above average English writing skills.
8. Must be computer literate and well-versed in internet research, MS Office (Word and Excel).

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: Management Officer
American Embassy Skopje, Blvd. Ilinden bb, 1000 Skopje, Macedonia; or e-mail to:

ApplicationS@state.gov; or

FAX: 389-2-3117-103

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: (January 30, 2009)

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.