

UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Location: VANCOUVER, CANADA

# ADMINISTRATIVE ASSISTANT POOL POSITIONS VACANCY NUMBER: 18-021

Wednesday, May 9, 2018 This Vacancy is **Open** 

**OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs) - All

Agencies

**POSITION:** Administrative Assistant **Grade:** FP-8\*

**OPENING DATE:** Wednesday, May 9, 2018

**CLOSING DATE:** Wednesday, May 23, 2018

**WORK HOURS:** Intermittent (Irregular)

**SALARY:** \*FP-8/1, US\$18.43 per hour. Actual FP salary determined

by Washington D.C.

LENGTH OF HIRE: Definite Not to Exceed One Year

**NOTE:** THIS POSITION REQUIRES SECRET CLEARANCE

The U.S. Consulate in VANCOUVER is seeking a U.S. Citizen Eligible Family Member (USEFM) for employment in CANADA for the position of Administrative Assistant in the Management Office.

## **BASIC FUNCTION OF POSITION**

The incumbent will be part of a pool of Intermittent Administrative Assistants who based on their availability, background and qualifications will perform a variety of tasks on an as-needed basis for any State section, i.e. Management, Community Liaison Office, Consular, Public Affairs, Executive, Political, Economic and Regional Security Offices, or other agency offices, as assigned by the Management Officer. Acts as the official escort personnel without clearances into secure areas. The incumbent is available to perform duties requiring a Secret level clearance.

## QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- **1. Education:** Completion of at least two years of college or university studies.
- **2. Experience:** Minimum of two years of progressively responsible experience in administrative and/or program work.
- **3. Language:** Level IV (Fluent) speaking/reading/writing English.
- **4. Knowledge:** Good working knowledge of office procedures and related business protocol.
- **5. Skills and Abilities:** Ability to use MS Word, Excel, Publisher and Outlook computer software programs. A good ability to use WordPress, Good typing skills, Must have good spoken and written communication skills, Must possess the ability to perform duties with tact and discretion.
- **6. Interpersonal Skills:** Must possess excellent interpersonal skills to communicate and work with customers and employees at all levels.

### SELECTION PROCESS

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

#### HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights \*\*
- \* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.
- \*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

## ADDITIONAL SELECTION CRITERIA

We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply (https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf).

Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the

duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission Canada may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

## TO APPLY

All candidates must be able to obtain and hold a required level of clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site or Mission Canada website at https://ca.usembassy.gov/embassy-consulates/jobs/ or by contacting Human Resources Office.

To apply for this position, applicants should submit the documents listed below.

Required Documents: Please provide the required documentation listed below with your application:

DS-174

Copy of Orders/Assignment Notification (or equivalent)

Residency and/or Work Permit

Passport copy

Degree (not transcript)

Degree with transcript

Driver's License, if required by a position

DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

SF-50 (if applicable)

Letter(s) of recommendation

List of references

SUBMIT APPLICATION TO: Human Resources Office

U.S. Consulate General #107-1231 Pacific Blvd. Vancouver, BC V6Z 0E2

You may also e-mail the Applications to: (vancouverhr@state.gov) and Reference Job

Announcement number.

**POINT OF CONTACT:** Tristan San Jose

Phone: (604) 685-4311

## **DEFINITIONS**

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

Thank you for your application and your interest in working at the U.S. Mission in Canada.

# **CLOSING DATE FOR THIS POSITION: WEDNESDAY, MAY 23, 2018**

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

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