UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Current Status: PUBLISHED

Location: VANCOUVER, CANADA

OFFICE MANAGEMENT ASSISTANT

VACANCY NUMBER: 18-065

Today is Thursday, September 13, 2018

OPEN TO: All Interested Candidates / All Sources

POSITION: OFFICE MANAGEMENT ASSISTANT **Grade:** FSN-7; FP-

7*

*Final grade/step a FP pay scale will be determined by

Washington

OPENING DATE: Wednesday, September 12, 2018

CLOSING DATE: Wednesday, September 26, 2018

WORK HOURS: Full time; 40 hours per week

SALARY: Ordinarily Resident FSN-7/1, 52,737 CAD p.a.

*Not-Ordinarily Resident FP-7/1, 43,031 USD p.a. *Final grade/step a FP pay scale will be determined by

Washington

LENGTH OF HIRE: Indefinite subject to successful completion of

probationary period

NOTE: THIS POSITION REQUIRES LOCAL SECURITY

CERTIFICATION OR PUBLIC TRUST

The U.S. Consulate in VANCOUVER is seeking an individual for employment in CANADA for the position of OFFICE MANAGEMENT ASSISTANT in the U.S. Consulate Vancouver.

BASIC FUNCTION OF POSITION

Provide management support to Vancouver's consular operation. Coordinate initiatives for consular services related to training, outreach, consular operations and reports. Liaise with other sections of the Consulate and Department of State involved in consular management-related matters. Facilitate and provide training in consular management tools to Consular staff. Manage consular public inquiries. Provide other duties related to maintaining consular inventory, procuring supplies, timekeeping, organizing meetings and events and managing consular SharePoint Sites.

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:** Bachelor's degree in business, public administration, organizational development or other similar field is required.
- **2. Experience:** Minimum three years of progressively responsible experience in a U.S. or foreign consulate, immigration services, or other public regulatory agency.
- 3. Language: Level IV (fluent) reading/writing/speaking English.
- **4. Knowledge:** A thorough knowledge of established administration practices plus an in-depth working knowledge of Consular services, U.S. immigration regulations, MS Office Suite, SharePoint, and consular computer applications.
- **5. Skills and Abilities:** Job holder must have strong organizational skills, strong analytical, research and oral communication skills, the ability to write concisely and clearly, and the ability to analyze metrics and reports for potential issues, and to provide sound recommendations for solutions.
- **6. Interpersonal Skills:** Must have excellent interpersonal skills to deal with colleagues, contacts, and the general public in a polite and professional manner.

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 Human Resources Office
APPLICATION TO: 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, SEPTEMBER 26, 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.

APPROVAL INFORMATION	
Vacancy Number: 18-065	Position Number: 316007-A30122
Post: VANCOUVER	Date: September 13, 2018
Title: OFFICE MANAGEMENT ASSISTANT	Γ
Prepared by:HROttawa	
Clearance 1:	
Signatures:	Date:
Clearance 2:	
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Signatures:	Date:
V	
Vacancy Remarks (if any):	incoment)