

UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Location: TORONTO, CANADA

ADMINISTRATIVE ASSISTANT - WHEN ACTUALLY EMPLOYED (WAE)

SENSITIVE POSITION VACANCY NUMBER: 18-036

Friday, July 6, 2018 This Vacancy is **Open**

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) - ALL AGENCIES

POSITION: Administrative Assistant (When Actually Employed) **Grade:** FSN-

5, FP9*

OPENING DATE: Friday, July 6, 2018

CLOSING DATE: Friday, July 20, 2018

WORK HOURS: Intermittent (Irregular)

SALARY: FSN-5, step 1, 21,43 CAD per hour;

FP-9 step 1, 13.87 USD per hour*

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

Washington.

LENGTH OF HIRE: N/A

NOTE: THIS POSITION REQUIRES SECRET CLEARANCE

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

BASIC FUNCTION OF POSITION

The incumbent will be placed in a pool and based on availability will perform a variety of tasks on an as needed basis for Management section. The duties of the position may vary from escorting contractors in CAA areas to replacing certain employees in different subdivisions of the Management Section. 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 two-years of post-secondary studies or a diploma college

level program

- **2. Experience:** At least two years of progressively responsible administrative experience in an office setting environment. At least one year of experience in customer service is required.
- **3. Language:** Level IV (Fluent) speaking/writing/reading English
- **4. Knowledge:** Must have a thorough knowledge of all Consulate sections. Good knowledge of office procedures and related business protocol. Working familiarity with FAM, FAH, and Mission policies.
- **5. Skills and Abilities:** Must be proficient in Microsoft Word, Excel, Outlook, and PowerPoint. Good typing skills are required. Must have good spoken and written communications skills. Must possess the ability to perform duties with tact and discretions.
- 6. Interpersonal Skills: Good interpersonal and communication skills

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
DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
SF-50 (if applicable)
List of references

SUBMIT APPLICATION TO: Management Office/HR

U.S. Consulate 360 University Ave. Toronto Ontario M5G 1S4

E-Mail Address: TrtHR@state.gov

Please reference Job Announcement number.

POINT OF CONTACT: Management Office/HR

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: FRIDAY, JULY 20, 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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