

UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Location: MONTREAL, CANADA

# ADMINISTRATIVE ASSISTANT POOL POSITIONS

**VACANCY NUMBER: 18-086** 

Friday, November 9, 2018 This Vacancy is **Open** 

**OPEN TO:** All Interested Candidates / All Sources

**POSITION:** Administrative Assistant WAE **Grade:** FSN-6, FP-8\*

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

Washington

**OPENING DATE:** Friday, November 9, 2018

**CLOSING DATE:** Friday, November 23, 2018

**WORK HOURS:** Intermittent (Irregular)

**SALARY:** FSN-6/1, 24.76 CAD per hour

FP-8/1, 15.51 USD per hour

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

Washington

**LENGTH OF HIRE:**N/A

**NOTE:** THIS POSITION REQUIRES LOCAL SECURITY

CERTIFICATION OR PUBLIC TRUST

The U.S. Consulate in MONTREAL is seeking individuals for employment in CANADA for the position of Administrative Assistant WAE in the Consulate Office.

# **BASIC FUNCTION OF POSITION**

The incumbent will be placed in a pool of (WAE-When actually employed) and based on their availability, background and qualifications will perform a variety of tasks on an as needed basis for an State section, i.e. Management Consular, Public Affairs, Executive, Political, Economic, and Security, or other agency offices, as assigned by the Human Resources Officer.

# 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 post-secondary studies or a diploma college level program.
- **2. Experience:** Minimum of two years of administrative experience in an office setting environment.
- 3. Language: Level IV (fluent) reading/writing/speaking English.
- **4. Knowledge:** Must have a through knowledge of all Mission sections. Good knowledge of office procedures and related business protocol. Working familiarity with FAM, FAH and Mission policies.
- **5. Skills and Abilities:** Ability to use MS Word, Excel, and Outlook computer software programs. Good typing skills are required. Must have good spoken and written communication skills and 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 of 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: Scan and email to: MTLHRJOBAPPS@state.gov

**POINT OF CONTACT: N/A** 

Phone: N/A

## **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, NOVEMBER 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.

Mail to a Friend