

# JOB ANNOUNCEMENT NUMBER: 2010-04

**OPEN TO:** U.S. Citizen Eligible Family Members (EFMs) – All agencies

**POSITION:** CLO Coordinator (FMA) , FP-6

**OPENING DATE:** March 9, 2010

**CLOSING DATE:** March 23, 2010

**WORK HOURS:** Part time, 18 hours per week

**SALARY:** FP-6 (actual grade and salary is determined by Washington)

***The Community liaison Office Coordinator (CLO) develops and manages a comprehensive post program to maintain high morale. Morale is directly affected by quality of life issues related to the FS lifestyle and post-specific environment. Host country environmental factors include but are not limited to lack of infrastructure, host-country mores and laws, sanitation and health issues, hardship, danger, and isolation. The CLO identifies the needs of the post community and responds with effective programming, information and resources, and referrals. Serving as the community advocate for employees and family members, the CLO advises post management on quality of life issues, recommends solutions, and advocates effectively for employee/family friendly post policies.***

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Receives Mission personnel and family members, members of household requesting assistance, advice and information, evaluates their various problems and gives guidance and/or refers them to suitable Mission or outside resources;
- Represents the needs and concerns of Post's family members to the Chief of Mission and other responsible officials. Incumbent works with the Management team and attends their staff meetings in addition to advising the Interagency Housing Board, Country Team, Emergency Action Committee (EAC) Hiring Committee and AGEA (Mission Employee Association);
- Serves as liaison officer with parents, local schools and provides information to the Department of State Office of Overseas Schools;
- Provides assistance to family members on hiring at the Mission and on the local economy;
- Responsible all required reports including the annual Eligible Family Members (EFM) and (MOH) employment reports;

- Develops and manages new sponsor and orientation programs;
- Organizes welcome activities;
- Maintains close contact with and disseminates information from the M/FLO (Family Liaison Office) and the Overseas Briefing Center at NFATC (National Foreign Affairs Training Center), and alerts these services on changes affecting Mission personnel and family members;
- Maintains information files on resources in Switzerland, France and other European countries, and Washington, D.C. and develops information into written reports and/or handout materials in a form accessible to Mission personnel;
- Works to promote high morale and a sense of community at post by assessing needs and, based on the results of this assessment, organizes and conducts related programs (i.e. seminars, workshops, sporting events, tours to sites of interest, social events, children and teen activities, summer activities, the Mission Photography Show etc.);
- Maintains a friendly, receptive atmosphere in CLO;
- Acts as a liaison between the Mission and both English and French language social groups in the larger Geneva community;
- Reports directly to the Management Officer.

***NOTE: All applicants are instructed to address each item below with specific and comprehensive information supporting each of the criteria.***

1. Education: Completion of secondary school required.
2. Experience: a minimum of three years of work experience involving problem solving for a diverse complex customer or client population; including advocacy on behalf of others, effectively working with officials at all levels of an organization as well as interpreters, adapting and applying regulatory or procedural materials.
3. Language: Level IV (fluent) speaking/reading English required.
4. Job Knowledge : Knowledge of standard MS-Office applications is also required.
5. Abilities.: Ability to assimilate diverse information and to implement programs, ability to multi task and work in a sometimes high-stress time sensitive environment., editing and writing ability.

## **SELECTION PROCESS**

When equally qualified, Eligible Family Members and **U.S. Veterans** will be given preference. Therefore, it is essential that all candidates 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 Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 30 calendar days of their employment.
4. The candidate must be able to obtain a Secret Security Clearance.

## **TO APPLY**

1. Candidate who claim U.S. Veteran's Preference must provide a copy of DD-214
2. Interested candidates for this position must submit the following:
3. Application for Federal Employment (OF-612)
4. Any other documentation (e.g. essays, certificates, awards, degrees)which addresses the qualification requirements of the position.

## **SUBMIT APPLICATION TO:**

Human Resources Office  
U.S. Mission, 11, route de Pregny, 1292 Chambesy, Geneva

Or via email to: GenevaHR@state.gov

## **POINT OF CONTACT:**

Name: L. Furstenberger  
Telephone: (022 749 44 27) or IVG 493 4427  
FAX: (022 749 4091)  
email address: GenevaHR@state.gov

## **\*DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country. ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

4. Not-Ordinarily Resident (NOR): A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. US citizen EFM's and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

**CLOSING DATE FOR THIS POSITION: March 23, 2010**  
***An Equal Opportunity Employer***

Clearances:  
HRO: EFlanagan  
CLO  
MGT: L.Richter  
FMO: SRamirez