

# JOB ANNOUNCEMENT NUMBER: 2010-18

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** SECRETARY, FP-9, FSN-5

**OPENING DATE:** December 6, 2010

**CLOSING DATE:** January 6, 2011

**WORK HOURS:** One Part-time Position

**SALARY:** \*EFM/MOH/NOR: US\$ 31,963 p.a. (starting salary)  
Position Grade: FP-9 (pro-rated for part time)  
\*Ordinarily Resident: SF. 72,272 p.a. (Starting salary)  
Position Grade: FSN-5 (pro-rated for part time)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

***The incumbent will serve as the Secretary for the Public Affairs Office and as the personal assistant to the Counselor for Public Affairs Counselor and the Deputy Public Affairs Officer.***

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Providing a full range of secretarial, administrative, clerical and typing duties
- Assisting in fielding routine information requests from the Mission or international media and organizations
- Providing logistical support for press events for visiting VIPs
- Assisting with administrative aspects for office programs, including the International Visitor Program (IVP)
- Being responsible for time and attendance and other records and files, including the office page on the internal Mission web site.

***NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.***

1. Education: Completion of secondary school is required.
2. Experience: Two years of experience in basic office procedures and secretarial work including the use of word processing software and responding to public/phone inquiries.
3. Language: Level IV (fluent) speaking/reading in English required.

4. Job Knowledge : Knowledge of host country government institutions, history, culture and media. Knowledge of UNOG-related institutions, including international press corps accredited to the UN in Geneva.
5. Abilities. Strong organizational and interpersonal skills. Clear sense of priorities with flexibility to adapt to a variety of situations. Ability to communicate clearly to a broad range of outside contacts from the press and the others Missions. Skill in using standard Microsoft Office applications.

## **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 visa status in determining successful candidacy.
2. Current EFM/FMA employees with less than 30 days in a current FMA position are not eligible to apply.
3. **Successful completion of security investigation and valid medical certification.**

## **TO APPLY**

Interested candidates for this position must submit the following:

- A. Application for Federal Employment (SF-171 or OF-612) or LES application form
- B. A current resume
- C. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum requirements of the position as listed above.

## **SUBMIT APPLICATION TO:**

Human Resources Office  
email address: [GenevaHR@state.gov](mailto: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. **For those without Swiss Citizenship or residency permit, any appointment is dependent upon the candidate obtaining a Swiss ID card.**
3. 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 EFMs 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 VACANCY: January 6, 2011**  
***An Equal Opportunity Employer***

Clearances:

PA: DKennedy

FMO:SRamirez

HRO:EFlanagan

MGT:TProctor (Acting)