

JOB OPPORTUNITY ANNOUNCEMENT 2011-02

OPEN TO:	AEFM (AMERICAN ELIGIBLE FAMILY MEMBERS) CANDIDATES ONLY
POSITION:	CLO Coordinator
OFFICE:	CLO
OPENING DATE:	January 20, 2011
CLOSING DATE:	February 17, 2011
WORK HOURS:	Part time opportunity; 20 hours per week , Job share
SALARY:	NOR: AEFM: from \$ 39,994 (FP-7) to \$ 44,737 (FP-6) gross salary (actual grade and salary for employment will be determined by Washington) NOTE : Salary pro-rated for part-time job share

Applicant must possess or be able to obtain a Top Secret security Clearance.

LENGTH OF HIRE: Maximum five years

The following Family Member Appointment (FMA) position, located in the Community Liaison Office (CLO) of the U.S. Mission, is open to U.S. Appointment Eligible Family Members (AEFMs) of U.S. Government employees assigned to one of the U.S. Missions in Switzerland, as Community Liaison Office (CLO) Coordinator.

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;
- Manages the Community Liaison Office;
- 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.

QUALIFICATIONS REQUIRED:

Education: High school graduate, or equivalent.

Experience: a minimum of three years of work experience (or equivalent) 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.

Language: Level IV English (fluent) written and spoken is required

Knowledge: Proficiency in Excel and Word application. Must be able to use office equipment such as computer, copier, fax and digital scanner

Abilities: Ability to maintain confidentiality. Has a good understanding of Foreign Service life, dedicated to the concerns of individuals and family members in the Mission community. Common sense, self-assurance, patience, perseverance and demonstrated public relations skills, demonstrated ability in public speaking

SELECTION PROCESS:

When equally qualified, American 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 employees serving a probationary period are not eligible to apply.
3. Current employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 30 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 30 calendar days of their employment.
5. The candidate must be able to obtain a Secret security clearance.

TO APPLY:

Interested candidates for this position should submit the following:

1. Application for Federal Employment (OF-612);

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. 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, U.S. Mission, 11, route de Pregny, 1292 Chambesey, Geneva or email to GenevaHR@state.gov

POINT OF CONTACT:

HR Office: Telephone: (022 749 44 27) or IVG 493 4427/FAX: (022 749 4091)

DEFINITIONS

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse, domestic partner or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **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 permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 17, 2011

An Equal Opportunity Employer

The US Mission in Geneva, Switzerland 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. The Department of State

also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Clearances:

MGT/FMO – S. Ramirez
MGT/HRO – E. Flanagan
MGT-LRichter