

JOB OPPORTUNITY ANNOUNCEMENT 2011-03

OPEN TO: AEFM (AMERICAN ELIGIBLE FAMILY MEMBER) CANDIDATES ONLY
Applicants must be a U.S. citizen dependent of a USDH State Dept. or USAID employee

POSITION: Administrative Assistant

EMPLOYMENT TYPE: Family Member Appointment (FMA)

OFFICE: USAID - Geneva

OPENING DATE: March 22, 2011

CLOSING DATE: April 12, 2011

WORK HOURS: Full time or Part time (Job share possibility)

SALARY: From FP-7 (from \$39,994 to \$58,733 per annum)

NOTES:
--actual grade and salary for employment will be determined by Washington.
--Annual Salary will be pro-rated for a part-time job share

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

Incumbent will serve as the Administrative Assistant to the Humanitarian Advisor assigned to the Office of Refugee and Migration Affairs (RMA) at U.S. Mission to the United Nations and Other International Organizations in Geneva and to the USAID Development Counselor. Incumbent will be involved in a broad spectrum of activities, encompassing financial support, administrative and programmatic functions, and will be responsible for administrative, budget and financial management of the USAID representation in Geneva.

MAJOR DUTIES AND RESPONSIBILITIES:

Obtain information and documentation as directed by the USAID/OFDA Humanitarian Advisor and USAID Development Counselor on programs and activities of UN organizations.
Inform UN agencies of new USAID funding and ensure USAID funding levels are accurately reflected in UN documentation.

Establish and maintain effective communication channels with USAID/Washington and field Mission.
Support USAID visitors. Including, but not limited to arranging accommodations, scheduling and coordinating meetings; preparing required cables; providing necessary program information.
Review daily cable traffic; identify those marked for USAID action and assist with appropriate follow-up.
Prepare required documentation for USAID/Geneva response to audits.

In conjunction with USAID/W, prepare USAID/Geneva input to the Annual Budget Submissions for USAID/OFDA/Geneva and for USAID/PPL/Geneva.

Function as liaison with USAID/Budapest Regional Support Center on Administrative and budget matters;

Coordinate management of operating expense budget for USAID/OFDA Geneva and for Development Counselor with USAID/Budapest RSC; prepare financial reporting with USAID/RSC and USAID/Washington.

Prepare and process obligation documentation, including travel and procurement.

Monitor US Mission support services and invoices to satisfy USAID reporting requirements.

Function as ICASS representative to working group meetings under the direction of the USAID Development Counselor.

Maintain necessary USAID files.

Work with Mission's IMO, to maintain USAID software.

Provide secretarial support to USAID/OFDA Humanitarian Advisor and to Development Counselor as necessary.

Periodic travel may be deemed necessary based on need for the USAID/OFDA Humanitarian Advisor or the Development Counselor and the Controller for training and coordination of budget, financial and administrative issues.

QUALIFICATIONS REQUIRED

- **Education:** Completion of secondary school is required.
- **Experience:** A minimum of 2 years of administrative, financial management, contracting, grants or similar experience in the U.S. Government or NGO is required.
- **Language:** Level IV English (fluent) is required.
- **Skills:** Must have good interpersonal and intellectual skills. Must be able to exercise judgment and make decisions as applicable to the daily work. Ability to use standard Microsoft office applications (e.g. Outlook, PowerPoint, Excel, Word).

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 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. Applicants must be eligible for employment under host government laws and regulations.
6. 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 address the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Mission, 11, route de Pregny, 1292 Chambesy, Geneva or email to GenevaHR@state.gov

POINT OF CONTACT:

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

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 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: April 12, 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:

USAID – B.Hogan / N.Kyloh

MGT/FMO – S. Ramirez

MGT/HRO – E. Flanagan