

# JOB ANNOUNCEMENT NUMBER: 2011-04-B

**OPEN TO:** All interested candidates

**POSITION:** Office Management Assistant, FSN-5\*

**OPENING DATE:** May 2, 2011

**CLOSING DATE:** May 16, 2011

**WORK HOURS:** Full time (40 hours per week)

**SALARY:** \*Ordinarily Resident: from SF. 72,272 to SF 102,627  
Position Grade: FSN-5  
\*Not Ordinarily Resident from US\$ 31,963 to \$46,938  
Position Grade: FP-9 (See definition for NOR)

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

*The incumbent will assure competent management of the administrative and secretarial component of the Health Unit. He/she reports to the Health Unit Nurse. He/she works in a health unit that provides medical care to more than 200 American and Local employees.*

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Handles administration of local hospitalizations, medical clearance exams and medical evacuation travel.
- Handles invoices for medical bills and submits to the medical insurance company and the Financial Management Office for payment.
- Prepares technical medical reports, official documents for translation and statistics.
- Handles all the clerical work in the U.S. Mission Health Unit; assists in the purchase of medical supplies according to established procedures and instructions.

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

1. Education: Completion of secondary school required.

2. Experience: Two years of office management experience is required. (Example: receptionist, clerical or secretarial experience).
3. Language: Level IV (fluent) speaking/reading English is required. Level IV (fluent) speaking/reading French is also required.
4. Job Knowledge : Knowledge of standard Microsoft Office applications is required.
5. Abilities. Ability to work as strong team member in a climate of frequent interruptions and priority changes. Ability to exhibit consistent sensitivity towards patients' needs and work with a high volume of public contacts. Understanding of confidentiality is mandatory.

## 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. Applicants must be eligible for employment under host government laws and regulations and **successful completion of security investigation and valid medical certification.**

## TO APPLY

Interested candidates for this position must submit the following:

- A. Application for Local Employment (can be downloaded from our website, [www.usmission.ch](http://www.usmission.ch) ). If US Citizen EFM, please use the Application for Federal Employment (SF-171 or OF-612).
- 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)

## POINT OF CONTACT:

Ms. Laurence Furstenberger  
Recruitment Specialist

**\*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 and/or valid Work Permit for Switzerland.**
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: May 16, 2011**  
***An Equal Opportunity Employer***

Clearances:

HU: S.McConnell/H.Stevens

FMO:SRamirez

HRO:EFlanagan

MGT:LRichter