

# JOB OPPORTUNITY ANNOUNCEMENT 2011-10

**OPEN TO:** U.S. Citizen Eligible Family Members (EFMs)-all agencies  
(See definitions page 3)

**POSITION:** ESCORT, FP-9, multiple positions

**OPENING DATE:** August 19, 2011

**CLOSING DATE:** until filled

**WORK HOURS:** Part-time or Full-time work schedule; with flexible hours possible

**SALARY:** EFM/MOH/NOR: US\$ 31,963 p.a.  
Position Grade: FP-09 (pro-rated for part time)  
gross salary (actual grade and salary for employment will be determined by Washington)

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

**The U.S. Mission in Geneva is seeking individuals for the position of Escort on a flexible, part-time work schedule.**

## **BASIC FUNCTION OF POSITION**

The incumbent will perform duties as an Escort for the GSO/RSO Office.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Accompany and monitor the char force, outside contractors, and local employees as they work in parts of the building to which they are not normally allowed access. Applicants should be aware that escorts duties occasionally involve accompanying painters or others whose work give rise to odors, dust, etc. Other duties as assigned by supervisor, GSO or RSO.

***A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.***

## **QUALIFICATIONS REQUIRED**

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 required.
2. Experience: At least 6 months of general work experience is required.
3. Language: Level III (good working knowledge) speaking/reading English is required;
4. Abilities: Ability to be flexible with work hours and to work in various areas of the Mission

## **SELECTION PROCESS**

When equally qualified, U.S. citizen 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 90 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 90 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 Chambesy, Geneva or email to [GenevaHR@state.gov](mailto: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 or 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:  
until filled**

**An Equal Opportunity Employer**

The US Mission in Geneva 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:  
HRO: M.Phillips