

# U.S. Mission Geneva

VACANCY ANNOUNCEMENT NUMBER: 2016-11

**OPEN TO:** All Interested Candidates / All Sources

**POSITION:** **Protocol Assistant**

**OPENING DATE:** March 3, 2016

**CLOSING DATE:** March 24, 2016

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-8, CHF. 100,456 p.a.  
(starting Salary)

Not-Ordinarily Resident (NOR): FP-6. \$ 46,093 p.a.  
(Starting salary for a full-time position)  
\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Geneva is seeking an individual for the position of Protocol Assistant.

## **BASIC FUNCTION OF POSITION**

Advises Ambassadors and other senior Mission personnel on all protocol, precedence, and social customs. Coordinates social and official events hosted by Ambassadors from the planning stage to implementation of the event, including the development and maintenance of guest lists, monitoring RSVPs and ensuring that the event itself runs smoothly. Supports other Mission sections' social and official events as required.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Prepares, plans, and organizes events hosted by the Ambassadors and Deputy Chief of Mission. Supports other Mission Ambassadors and sections' social and official events, as required. Serves as the Front Office's Independence Day Coordinator and leads fundraising activities for that event. Attends and oversees events to ensure that everything goes smoothly. Provides authoritative protocol-related guidance for all Mission personnel for official representation events and VIP Visits. Coordinates and develops guest lists, prepares and issues invitations, obtains biographical information, follows through on responses, prepares final lists of participants, draws up seating plans and oversees order of precedence of guests. Distributes guest lists to relevant Mission offices and keeps all stakeholders informed on developments.

Holds primary responsibility for administering the Mission's Contacts Database. Uses the data in the Mission's Contacts Database to produce effective and relevant guest lists. Researches and prepares biographical information on important contacts and individuals whom the Ambassador and DCM are to meet. Maintains an up-to-date record of biographical information on contacts, keeps abreast of current events and appointments by scrutinizing the press, and records data associated with high level contacts. Ensures all relevant Mission staff are trained to effectively use the Contacts Database system. Coordinates acceptance and distribution of official gifts and seasonal gratuities.

Provides specialized guidance to the Ambassadors, DCM, Official Residence Staff and Mission personnel on all aspects of protocol, precedence and accepted social customs. In coordination with the Ambassadors' and DCM's Office Managers, manages the Mission's response to all invitations and related correspondence. Identifies and coordinates with the appropriate Mission section or agency, with the greatest interest in, and knowledge of, each event or correspondence to ensure all inquiries receive appropriate and timely replies.

Informally translates incoming/outgoing correspondence. As appropriate, translates messages to/from English and French when relaying messages from the Ambassadors to French-speaking officials. Translates a variety of material of interest to the Front Office from various sources, when requested. Drafts official and social correspondence as required. Participates in meetings, conferences and social functions. Drafts correspondence for the Front Office to high level contacts in the international community, and prepares letters of condolence and other correspondence as required. Prepares formal notes for ceremonial occasions.

## **QUALIFICATIONS REQUIRED**

**Applicants must address each of the required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

### **1. EDUCATION:**

University Degree in social science, communication, languages, international studies or a field closely related to protocol is required.

### **2. EXPERIENCE:**

Three to five years of administrative experience working intensely with event planning and/or a wide range of protocol related issues for a diplomatic mission or similar organization.

### **3. LANGUAGE:**

Level 3 (good working knowledge) Speaking/Reading/Writing French is required. Level 4 (fluent) English Speaking/Reading/Writing is required.

#### **4. JOB KNOWLEDGE**

Extensive knowledge of etiquette, social standards, and diplomatic protocol in a multi-lateral environment. Understanding of the United Nations and United States Government diplomatic procedures and organizational structure is required.

#### **5. SKILLS AND ABILITIES:**

Experience managing databases with extensive lists of contacts. Proven ability to work successfully in a multi-cultural environment. Strong written and verbal communication skills. Ability to develop and maintain contacts at all levels of an organization. Attention to detail.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office (Nathalie Chavet at 022 749 48 72).

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

#### **HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Public Trust security clearance.

**HOW TO APPLY:** Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

**WHERE TO APPLY:**

**Human Resources Office    Nathalie Chavet**  
**Mailing Address:            U. S. Mission – 11, route de Pregny – 1292 Chambesy**  
**E-mail Address:             GenevaHR@state.gov**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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.

## **Appendix A - DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent

dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;

- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.