



## JOB VACANCY ANNOUNCEMENT No. 09-23/a

**OPEN TO:** All Interested Candidates

**POSITION:** *Temporary PAO Program Assistant, FSN-105-7; FP-7\**

Not-Ordinary Resident (NOR): \* FP pay scale to be confirmed by Washington

Ordinary Resident (OR):

Starting grade to be determined based on the qualifications of the candidate

**OPENING DATE:** 08/24/2009

**CLOSING DATE:** 08/28/2009

**WORK HOURS:** Full-time, 40 hrs. /week

**LENGTH OF HIRE:** Temporary position: 5 months.

***THIS IS NOT A PERMANENT POSITION. EMBASSY PUBLIC AFFAIRS OFFICE IS SEEKING CANDIDATE TO TEMPORARILY REPLACE AN EMPLOYEE IN ABSENCE. THE TEMPORARY APPOINTMENT, UNDER A PERSONAL SERVICES AGREEMENT, WILL BE FOR A MINIMUM OF FIVE MONTHS FROM THE DATE OF HIRE, AND NOT TO EXCEED ONE YEAR DEPENDING ON THE NEEDS OF THE SERVICE.***

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

### **BASIC FUNCTION OF POSITION**

Serves as the Program Assistant in the Public Affairs Office. Reporting to the Program Director, the incumbent assists in implementing and managing of all public diplomacy grants and cooperative agreements in support of all post programs and activities. Provides technical, administrative, and financial support in the implementation of grant and exchange programs of the Public Affairs Office. Tracks and collects information, assists in financial management, and in monitoring and evaluation of these programs. Identifies problem areas from tracking efforts, and works with Office staff to resolve issues. Drafts and/or prepares project documentation and helps in compiling program reports.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Etleva Halili at Ext. 3297

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** University degree in Finance, Accounting or Administration is required.
2. **EXPERIENCE:** 2-3 years experience in project management for non-profits or similar institutions is required.
3. **LANGUAGE:** Level III (good knowledge) English is required. Level III (good knowledge) in Albanian is required.
4. **KNOWLEDGES:** Must have a good understanding of Albanian civil society, legal system and especially the NPO (NGO) law. Good knowledge of Department of State programs and

techniques, specific programs for which responsible, and U. S. society, culture, art, education and social and political processes.

5. **SKILLS AND ABILITIES:** Must be able to work with computer word processing and data base systems. Ability to exercise initiative and to work independently. Ability to establish and maintain contacts with grantees and program participants, relevant host-government and private-sector organizations.

**NOTE: Unless you meet all specified requirements you will not be considered.**

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs), and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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 unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Selected candidate will be required to undergo both a medical and background investigation prior to employment

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for employment for Locally Employed (LE) Staff; and/or resume that provides the same information as the application; or
2. Application for U.S. Federal Employment (OF-612); plus
3. Candidates who claim US Veteran's preference must provide a copy of their Form DD-214 with their application
4. Applicants who claim US EFM or MOH status must include in the cover letter accompanying their application that they are claiming US EFM/MOH status, theirs present nationality, and name and employing section/agency of their sponsoring family member
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

U.S. Embassy

Rr: "Elbasanit", No. 103, Tirana, Albania

Attn: Human Resources Office

E-mail: [haliliex@state.gov](mailto:haliliex@state.gov)

Telephone: (355) (4) 2247-285 Ext. 3297

Fax: (355) (4) 2232-222

*(Faxed and e-mailed applications are also accepted).* **Only applications received in the Human Resources Office before the closing date of this job announcement will be considered.**

## **DEFINITIONS**

1. **US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. **EFM:** An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

3. **Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EfMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: 08/28/2009**

The US Mission in Tirana 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.

**APPROVED: HRO/ DGIOVENGO**  
**CLEARED: APAO/ LRIEDER**