



JOB VACANCY ANNOUNCEMENT No. 09-29

Developmental LEVEL

OPEN TO: All Interested Candidates

POSITION: *Sub Cashier/Visa Assistant, FSN-1415-7; 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: November 03, 2009

CLOSING DATE: November 16, 2009

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

IMPORTANT NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy Tirana is seeking an individual for the position of Sub Cashier/Visa Assistant in the Consular Section.

BASIC FUNCTION OF POSITION

Incumbent will work under the supervision of the Chief of the Consular Section with regard to consular fee collection and under the LE Staff supervisor concerning NIV and ACS scheduling. Incumbent will collect consular fees using ACRS equipment, and will be responsible for coordination of all correspondence, including requests for expedited non-immigrant visa appointments. Other clerical duties as assigned. Heavy contact with the public required.

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:** Completion of secondary school is required.
- 2. EXPERIENCE:** Minimum of 1 (one) year of experience handling clerical accounting or bookkeeping is required. Minimum of 1 (one) year experience working with the public is required. A minimum of 2 (two) years of computer experience in Microsoft Windows and Office (including Microsoft Access) and prior experience with webpage editing software is required. Proficient typing (30wpm) is also required.
- 3. LANGUAGE:** Level IV (Fluent) in both written and spoken English is required. Level IV (Fluent) in both written and spoken Albanian is also required
- 4. KNOWLEDGE:** Candidate must have good knowledge of cash collection regulations and must be able to work under continuous pressure. Must maintain confidentiality of records.
- 5. SKILLS and ABILITIES:** Use of very advanced spreadsheet and database features. Demonstrated speed and accuracy in written English and Albanian; Ability to provide professional and courteous customer service.

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 EFM's 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 security clearance 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, their 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

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 or domestic partner (as defined in 3 FAM 1610);
- 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.

EFGs 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: 11/16/2009

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: CONS/ AARONSON

DRAFTED: HR/ EHALILI