



## JOB VACANCY ANNOUNCEMENT No. 09-25

**OPEN TO:** US Citizen Eligible Family Members (USEFMs) –All Agencies

**POSITION:** *Community Liaison Coordinator (CLO), FP-06; FSN-8*

**OPENING DATE:** 08/11/2009

**CLOSING DATE:** 08/24/2009

**WORK HOURS:** Part-time; 25 hours/week.

**SALARY:** \*Not –Ordinarily Resident (NOR): US\$ 37,828 p.a (Starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)

\*Ordinarily Resident (OR): Lek 1,780,914 p.a. (Starting salary)  
(Position Grade: FSN-8)

**LENGTH OF APPOINTMENT:** Two-year MFA appointment

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

The U.S. Embassy in Tirana, Albania is seeking an US Eligible Family Members (USEFM) for employment in country for the position of CLO in the Management Section.

### **BASIC FUNCTIONS OF THE POSITION**

The position is in the Management Section, under direct supervision of the Management Officer. As a member of the Management Section, the CLO assists individuals in adjusting to the post's environment and assigns sponsors for newcomers, identifies the needs of the U.S. mission community and responds with appropriate service, information, and referral. The CLO advises post management on community matters and functions as a resource for employees and family members at post by maintaining an information database on schools, spouse employment and other relevant issues concerning the life of the community at post. The CLO listens to individual concerns and provides information and referral, whenever appropriate.

In addition the CLO also acts as a program manager by developing and implementing relevant programs for all segments of the post population by coordinating educational, cultural, and recreational activities. The CLO Coordinator is the direct supervisor of CLO staff, when employed (a CLO Assistant and/or Newsletter Editor).

The CLO is a member of the Country Team and also serves as the community representative on a number of post committees (Inter-Agency Housing Board, the American Employee Recreation Association, the Post Employment Committee, and the Emergency Action Committee). As a member of the Emergency Action Committee (EAC) the CLO Coordinator is involved in updating the post Emergency Action Plan and takes active part in crisis/evacuation situations. The CLO works closely with the RSO and assists in keeping the community alert and informed about security issues.

Finally the CLO is responsible for writing the Annual School Summary Report for the Office of Overseas Schools, the annual Child Care Report and the CLO Activity report, which goes to the Family Liaison

Office twice a year to assist them in their advocacy programs. Additionally, the CLO is responsible for updating and maintaining Tirana's Post informational materials at the Overseas Briefing Center at FSI, to assist bidders and ensure that inbound employees and their family members are prepared for life at their new post.

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 high school diploma is required.
2. **EXPERIENCE:** A minimum of 2-years of office work experience that demonstrates the ability to perform the job is required.
3. **LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing English is required.
4. **KNOWLEDGE, SKILLS, and ABILITIES:** Must possess strong organizational skills to manage schedules, events, files, simple budgets, and office activities. Level II typing (40wpm) and business proficiency using personal computers and computer applications such as MS Word, MS Excel, MS Outlook and Microsoft Publisher are required. Ability to communicate with both tact and diplomacy with all members of the Mission community at all levels; ability to deal effectively with agitated members of the community; must be able to identify and adapt to shifting priorities on daily basis.

### **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. A security clearance is required for this position; the type will be determined by the RSO. May start work without a security clearance, however.

### **TO APPLY**

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

1. Application for US Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. 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**

Human Resources Office

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

Telephone: (355) (4) 247-285 Ext. 3297

Fax: (355) (4) 232-222

### **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, and 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: 08/24/2009**

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: MGT Officer/MSCANLON**