



**NOTICE OF JOB AVAILABILITY
AMERICAN EMBASSY LJUBLJANA
ANNOUNCEMENT NUMBER 09-08**

OPEN TO: All interested candidates

POSITION: **Temporary position:** Administrative Assistant / Translator, FSN 8; FP-6*

OPENING DATE: October 14, 2009

CLOSING DATE: October 28, 2009

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident: Position Grade: FP-6 (confirmed by Washington)
* Ordinarily Resident: (Position Grade FSN-8)

LENGTH OF HIRE: Temporary position – 1 year

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

The U.S. Embassy in Ljubljana is seeking an individual for the position of Administrative Assistant / Translator in Defense Attaché Office (Temporary Position).

BASIC FUNCTION OF POSITION

Serves as principal assistant and translator for the Defense Attaché Office. Translates daily news, researches recurring Periodicals for defense related articles, and performs interpretation function, if necessary. Makes travel arrangements for DAO staff and local hotel accommodations for visitors. Manages diplomatic border transit for SFOR movements, and process diplomatic aircraft and personnel clearances. Develops annual DAO budget, tracks expenditures, and adjust spending priorities throughout the fiscal year.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (01) 200 5520.

QUALIFICATIONS REQUIRED

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

1. Secondary diploma is required. Business school and/or collegiate study in English language used for a translation purpose is highly desired.
2. Level IV (Fluent) English required. Level IV (Fluent) Slovenian required.
3. Formal computer training in word processing and database programs, MS Excel, Info-Express is required.
4. Three years of adequate work experience (three years of admin work under little or no supervision) required.
5. Strong interpersonal skills must be able to perform under tight time schedules and pressure. Excellent organizational skills in a busy office.

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.

TO APPLY

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

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
a current resume or curriculum vitae in English providing the same information as an OF-612;
plus

2. Candidates who claim U.S. 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
Prešernova 31
1000 Ljubajana

POINT OF CONTACT

Name: Maja Bizjak and/or Klemen Petrovčič
Telephone: +386 1 200 5520

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: October 28, 2009

The US Mission in Ljubljana 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.