



**NOTICE OF JOB AVAILABILITY
AMERICAN EMBASSY LJUBLJANA**

ANNOUNCEMENT NUMBER: 09-03

OPEN TO: All Interested Candidates

POSITION: **Program Assistant, FSN-09 / FP-5***

OPENING DATE: May 22, 2009

CLOSING DATE: June 5, 2009

WORK HOURS: Full time; 40 hours/week

SALARY: *EFM/MOH/NOR (Position Grade: FP-5 (steps 1 through 4) to be confirmed by Washington)
* Ordinarily Resident: (Position Grade FSN-09)

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 Program Assistant in the Public Diplomacy Section.

BASIC FUNCTION OF POSITION

The position is located in the American Embassy in the Public Diplomacy section. Program Assistant has primary responsibility for programming visiting American speakers, managing the Embassy's small grants program for non-governmental organizations, and designing special event programming. The incumbent must cultivate a broad base of contacts and recommend programs in keeping with mission goals and work closely with other PAS and Mission employees in carrying out the programs. He/she assists with media activities, being the primary back-up when the Press Assistant is absent [internal press briefings, arranging press interviews, and translating articles] and taking the lead in developing and implementing media exchange programs – including USNATO. In addition, incumbent assists with the International Visitor and Voluntary Visitor programs and other exchange and IRC programs, as necessary.

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 are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. University degree is required.

2. Two years of previous experience in exchange, speaker and event programming with one year experience in project management is required. Exposure to and/or familiarity in working with media is highly recommended/preferred.
3. Level IV (Fluent) English required. Level V (Professional Translator/Interpreter or Equivalent) Slovene required.
4. Good knowledge of Slovene political, economic, social, educational and non governmental institutions is required. Good knowledge of Slovene media is highly recommended/preferred.
5. Strong interpersonal skills are required.

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 that provides 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

or to e-mail address: LjubljanaHROStaff@state.gov

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: June 5, 2009

The US Mission in Slovenia 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.