

Vacancy Announcement



American Embassy, Ankara

U.S. Mission: Ankara, Turkey

Announcement Number: Ankara-2019-03

Position Title: Temporary Administrative Assistant

Opening Period: February 01, 2019 – February 15, 2019

Series/Grade: 105/FSN-7

Salary: FSN-7 USD 14,961 (Payment Currency is TL) **(The salary is gross, deductions are made for the employee share for social security coverage and optional supplemental health benefits and taxes are due on any and all cash payments made by the employer, including bonuses and allowances. The U.S. Mission in Turkey does not withhold taxes from employee's salary, and employees must pay their taxes appropriately.)**

For More Info: Human Resources Office Telephone: 0312-457-7503
Mailing Address: Human Resources Office
Attention: Recruitment Assistant
American Embassy, Ankara, Turkey
E-mail Address: hrankara@state.gov

Who May Apply: All Interested Applicants / All Sources
For USEFM FS is FP-7
Actual FS salary determined by Washington D.C.

Security Clearance Required: Local Security Certification

Duration Appointment: Not to exceed 20 months

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Embassy in Ankara is seeking an individual for the position of Temporary Administrative Assistant at the Overseas Building Operations (OBO) Section.

The work schedule for this position is:

- Full Time – 40 hours per week

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The Administrative Assistant (AA) furnishes a wide range of administrative assistance to the OBO Project Director (PD) and other OBO management staff. AA is responsible to the OBO PD for administrative management of OBO's resources and activities, including but not limited to financial, procurement and supplies, computer network, shipping and travel, personnel maintenance management for residential and official furnishings and office administration and management; provides project support, coordinates logistics, assists and administers budget preparation and procurement activities.

Qualifications and Evaluations

Education: Minimum two years college or university studies is required.

Requirements:

EXPERIENCE: A minimum of THREE YEARS of senior clerical or office management experience is required. A minimum of SIX MONTHS experience as a supervisor is also required.

Evaluations:

LANGUAGE: Level III (Good working knowledge) in Speaking/Reading/Writing English and Level IV (Fluent) in Speaking/Reading/Writing Turkish are required. Language proficiency may be tested.

SKILLS AND ABILITIES: Incumbent must have organizational skills with strong multi-tasking abilities; must have the ability to handle multiple demands and competing priorities; attention to detail and deadlines; user's ability to work with Microsoft Office package; ability to work effectively in a construction environment; ability to deal with inventory items and pertinent

documentation; typing level II (30-59wpm); good working knowledge of computer systems, LAN administration; knowledge of basic translation English/Turkish/English; working knowledge of general procurement procedures is required. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish Holidays.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with reemployment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>.

How to Apply: All candidates must be able to obtain and hold a local security certification.

Applicants must submit a Universal Application for Employment ([DS-174](#)) which is available on the U.S. Embassy Ankara website and may be downloaded from <https://tr.usembassy.gov/embassy-consulates/jobs/jobs/>.

To apply for this position, applicants should submit the DS-174 application form together with the documents listed below. Please note that the Human Resources Office does not accept applications delivered to the U.S. Embassy in person. All applications must be submitted via e-mail, fax or mail, applicants should receive a confirmation e-mail, which states that the application is received by the Human Resources Office. Applicants should contact Recruitment Assistant if they do not receive an auto reply confirming receipt of their application. Please do not send your files (application forms, resumes or any additional documents) as shared URL links (for example: One Drive, Google Drive, etc.). All application documents submitted via e-mail must be sent as PDF attachments and/or word attachments. Failure to do so may result in a determination that the application is not valid.

Required Documents: Please provide the required documentation listed below with your application. **Failure to do so may result in a determination that the applicant is not qualified.**

- DS-174
- Copy of Orders/Assignment Notification (or equivalent and if applicable (only valid for EFM's))
- Residency and/or Work Permit (if applicable, must be valid at the time of application, all Ordinarily Resident applicants must have the required work and/or residency permits to be eligible for consideration)
- Passport copy
- Degree with transcript
- Driver's License (only if required for the position)
- Certificate or License (only if required for the position)
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letter(s) of recommendation
- List of references
- Turkish Military Discharge Document (for male applicants): Completion of compulsory military service is required.
- ID Card

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email or phone.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office from hrankara@state.gov .

Thank you for your application and your interest in working at the U.S. Mission in Ankara, Turkey.