

U.S. Mission Russia

Vacancy Announcement Number: 16-0083

OPEN TO: All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: Office Management Assistant, 1101727, FSN-8, FP-6

OPENING DATE: November 9, 2016

CLOSING DATE: November 22, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): FSN-8 (basic salary RUB 964,796 + meal allowance RUB 29,952 + bonus 1/12 of the basic salary) - starting salary per year before tax.*

*Not-Ordinarily Resident (NOR): FP-6**

**Final grade/step for NORs will be determined by Washington.*

EMPLOYMENT LENGTH: This is a temporary appointment (while the incumbent is on maternity/childcare leave) not to exceed February 2018.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. The U.S. Embassy does not sponsor work permits.

All applications and résumés must be in English. Application received in any other language will not be considered.

The U.S. Mission in Moscow is seeking eligible and qualified applicants for the position of Office Management Assistant in the Foreign Commercial Services.

BASIC FUNCTION OF POSITION

This multi-faceted position requires that the incumbent performs highly complex functions in support of trade promotion of Commercial Service activities. Incumbent serves as the Office Management Specialist, website coordinator, and Commercial Assistant, and regularly performs difficult and complex duties involving administrative, technological, and commercial related tasks. The position requires commercial, technological and administrative capabilities and knowledge of Commercial Service procedures and regulations. The incumbent is the administrative coordinator for the Senior Commercial Officer and Deputy Senior Commercial Officer and assists in maintaining their schedules, drafting letters and memos with minimal supervision, and other administrative duties. The incumbent also serves as the liaison to other Embassy sections and business multiplier organizations, such as the American Chamber of Commerce, U.S. Russia Business Council, and Russian counterpart organizations such as the Russian Union of Industrialists and Entrepreneurs. Coordinates the drivers'

schedule by assigning them trips and other tasks. Serves as the coordinator for CS Russia's Business Service Provider Program, which involves recruiting participants through designing a marketing campaign. The incumbent also serves as CS Russia's technology coordinator, primarily focused on updating the website with information on upcoming CS Russia programs. The incumbent develops new content and devises way in which CS Russia can promote its programs, services, events and initiatives through the website and social media outlets.

The incumbent serves as a Commercial Assistant, supporting the Commercial Officers and Specialists with their events and programs. The Commercial Assistant also provides routine counseling to U.S. exporters and Russian importers and is responsible for checking all incoming messages in the CS Russia office email box. Moreover, the incumbent conducts market research by gathering statistics and data for market research reports and briefs. The incumbent also supports CS events, trade missions and other programs.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Bachelor's degree or equivalent in business management, marketing, international trade, or information technology is required.
- 2. EXPERIENCE:** At least three years of progressively responsible experience in business, government, or NGOs in the fields of marketing, trade promotion, economics, international trade, administrative, website development or IT management is required.
- 3. LANGUAGE:** Level IV (fluent) in English and Russian. Will be tested.
- 4. SKILLS AND ABILITIES:** Ability to meet and serve representatives of U.S. and host country commercial and business firms and other key personnel with tact and efficiency; skill in word processing and data manipulation (e.g., promotional campaigns, mailing lists, key contact lists); well-developed research and analytical skills; well-developed writing skills (e.g., responses to business inquiries, market insights). Website content development and marketing experience are desirable.
- 5. JOB KNOWLEDGE:** A good basic knowledge of local business firms, trade practices, restrictions, organizations and customs; of marketing and sales techniques; and of CS internal reporting requirements, operating procedures and regulations. Detailed knowledge of marketing through websites and social media is desired.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at moscowhr@state.gov

HIRING PREFERENCE SELECTION PROCESS: When qualified, 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**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above) and/or your resume;
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office Michael Durnan
Mailing Address: Bolshoy Deviatinsky Pereulok No. 8, Moscow, Russian Federation, 121099
FAX Number: 7-495-7285105
E-mail Address: moscowhr@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: 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. 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.

If there are any discrepancies between the Russian and the English versions, the English version will be considered controlling.

Vacancy Announcement approved by Michael Durnan (HRO)_____

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.