U.S. Mission Tashkent, Uzbekistan

VACANCY ANNOUNCEMENT NUMBER: 18/11

OPEN TO: All Interested Candidates/All Sources

POSITION: Administrative Rover, FSN-6, FP- 8*

OPENING DATE: Thursday, March 22, 2018

CLOSING DATE: Thursday, April 9, 2018

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-6
Not-Ordinarily Resident (NOR): FP-8* (*Final grade/step for NORs will be determined by Washington).

LENGTH OF HIRE: Temporary employment

START DATE: The selected candidate must be able to start work within 3 weeks of receipt of medical clearance, or their candidacy may not be considered.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Tashkent is seeking eligible and qualified applicants for the temporary position of Administrative Rover in the Human Resources Office.

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

BASIC FUNCTION OF POSITION

The primary purpose of Administrative Rover position is to work closely with Ministry of Foreign Affairs of Uzbekistan and prepare all required documents for obtaining/extending Uzbek visas and diplomatic identification cards for all American employees, their dependents and guests at Post. The incumbent will also provide administrative support to the requesting offices within the Mission when they are short-staffed for any reason. S/he may do any of the following: draft diplomatic notes, timekeeping, input information into office-specific databases, draft routine letters and memos to offices of the Mission, government institutions and non-governmental organizations, obtain appointments for supervisors, Temporary Duty personnel and other official visitors on request, and other administrative duties as required in each office.
QUALIFICATIONS REQUIRED:
Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Two (2) years of post-secondary education is required;
2. **EXPERIENCE:** Minimum of one (1) year of administrative experience is required;
3. **LANGUAGE:** **Level 3** (good working knowledge) Speaking/Reading/Writing of **English** is required. 
   - **Level 4** (fluent) Speaking/Reading/Writing of **Russian** and **Level 2** (rudimentary) Speaking/Reading/Writing of **Uzbek** is required. Language proficiency will be tested;
4. **SKILLS AND ABILITIES:** Good interpersonal relations skills and ability to interact with a wide range of general public with tact and diplomacy are required;
5. **JOB KNOWLEDGE:** Basic knowledge of secretarial, clerical and general administrative procedures is required.

FOR FURTHER INFORMATION:
The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office (ext. #2245 or #2235)

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 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 U.S. Embassy security certification.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (Application should be filled in English. See “For Further Information” above); and
2. Passport copy with registration page and diploma copy;
3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office, 3rd floor
E-mail: personnel@usembassy.uz

(Please note VA 18/11 - “Administrative Rover” in the subject line of the email)

❖ Current Embassy employees can personally deliver their application to the Human Resources Office.

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.

Appendix A – 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):** An individual who meets all of the following criteria is considered to be a USEFM for employment purposes:

- U.S. citizen;
- The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee (i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member); or a child of the sponsoring employee who is under 21 and unmarried, or (regardless of age) unmarried and incapable of self-support;
- Is listed on one of the following:
  a) Travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan; or
  b) Approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan, and is residing at the sponsoring employee’s post of assignment abroad.
- The following categories of employees are also considered to be USEFMs for employment purposes if they meet the definition above:
  (a) Foreign Service Generalists or Specialists on approved LWOP;
  (b) Civil Service employees with re-employment rights to their agency/bureau; or
  (c) Foreign Service or Civil Service annuitants.

**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.