

Vacancy Announcement



American Embassy, Ankara

U.S. Mission: Ankara, Turkey

Announcement Number: Ankara-2019-24

Position Title: Administrative Assistant (START)

Opening Period: March 22, 2019 – April 05, 2019

Series/Grade: 105/FSN-5

Salary: FSN-5 USD 11,009 (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: E-mail Address: hrankara@state.gov

Who May Apply: All Interested Applicants / All Sources
For USEFMs FS is FP-9
Actual FS salary determined by Washington D.C.

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period

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, Turkey is seeking an individual for the Administrative Assistant position in the START (Syria Transition Assistance Response Team) section of the Embassy.

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 position is located in the U.S. Embassy in Ankara. In coordination with the START Management Officer and the Embassy Management Staff, the incumbent provides overall administrative and clerical support to the U.S. Department of STATE, the staff located in Ankara as part of the START and to other START staff located in Istanbul, Adana and Gaziantep as needed, will seek and devise administrative solutions to STARTs administrative challenges. The incumbent is responsible for arranging travel, completing vouchers, entering procurement requests, access requests and out of town notifications, and country clearance requests, as well as processing time and attendance requests. The incumbent will hold a small amount of petty cash to be used for incidental purchases on the local market.

Qualifications and Evaluations:

Education: Two years of university or college studies is required.

Requirements:

EXPERIENCE: Minimum TWO years of previous office/administrative experience to include previous customer service-related experience is required.

Evaluations:

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

SKILLS AND ABILITIES: The incumbent must be familiar with and comfortable with the Microsoft Office Suite, including Word, Excel, Outlook, Powerpoint, must have good typing skills, familiarity with adobe acrobat is a plus. The incumbent must be able to work independently in a fast-paced, challenging environment with minimal supervision, must be able to prioritize tasks in order to best service all customers, must be able to de-conflict competing requests for assistance, must have excellent customer service and interpersonal skills, must be flexible and service oriented. The incumbent must be available to work on evenings, weekends, early mornings, and U.S. and Turkish holidays, as needed.

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 re-employment 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, 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 EFMs))
- 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.