

# Vacancy Announcement



## American Embassy, Ankara

**U.S. Mission:** Ankara, Turkey

**Announcement Number:** Ankara-2019-25

**Position Title:** Accounting Technician (START)

**Opening Period:** April 04, 2019 – April 18, 2019

**Series/Grade:** 410/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:** E-mail Address: [hankara@state.gov](mailto:hankara@state.gov)

**Who May Apply:** All Interested Applicants / All Sources  
For USEFMs FS is FP-7  
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 Accounting Technician 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 incumbent supports START Office by tracking and maintaining financial accounts, will provide information on trends, corrections, and reports to the Management Officer in Ankara.

**Qualifications and Evaluations:**

**Education:** Completion of two years of college is required.

**Requirements:**

**EXPERIENCE:** Minimum TWO years of experience in accounting or another financial management field is required.

**Evaluations:**

**LANGUAGE:** Level III English and Level III Turkish are required. Language proficiency may be tested.

**SKILLS AND ABILITIES:** The incumbent must be able to handle a fast paced, rapidly changing office environment, and be able to work effectively on daily tasks with minimal direct supervision, must be able to prioritize workload. The incumbent must have customer service skills. 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 [hankara@state.gov](mailto:hankara@state.gov) .

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