EMPLOYMENT OPPORTUNITY
U.S. MISSION TIRANA, ALBANIA
Vacancy Announcement Number: 2017-13
Training LEVEL

OPEN TO: All Interested Candidates

POSITION TITLE: Visa Clerk, (FSN-6; FP-08*)

SALARY: Not-Ordinary Resident (NOR): * Final grade/step for NORs will be determined by Washington
Ordinary Resident (OR): Starting grade/step to be determined based on the qualifications of the candidate

OPENING DATE: May 17, 2017
CLOSING DATE: May 24, 2017 at 17:00

WORK HOURS: Full-Time, 40 hours/week

LENGTH OF HIRE: This is NOT a permanent position. The Embassy Consular Section is seeking candidate to temporarily replace an employee in absence. The temporary appointment, under a personal services agreement, will be for a minimum of 6 months from the date of hire, and not to exceed 12 months, depending on the needs of the service.

IMPORTANT NOTE: All ordinarily resident (OR) applicants must have the required work and/or residency permits to be eligible for consideration (see Appendix A for definition).

The U.S. Embassy Tirana is seeking eligible and qualified applicants for the position of Temporary Visa Clerk in the Consular Section.

BASIC FUNCTION OF POSITION
The incumbent is responsible for handling the full range of processing activities for immigrant visa applications to the point of adjudication, including compiling information from a variety of sources, conducting preliminary screening of IV/DV applicants, reviewing documents including affidavits of support and U.S. tax returns, printing visas, and preparing the final visa package. S/he serves as translator for NIV, IV and DV interviews. Assists with and IV/DV backup 221(g) processing. Assists in other units of the section as directed.

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: Completion of secondary school is required.
2. EXPERIENCE: Minimum of 1 (one) years in the consular area or area related to customer service required or similar work involving the application of regulatory or legal materials is required.
3. LANGUAGE: Level IV (fluent) of speaking/reading/writing in English is required. Level IV (fluent) of speaking/reading/writing in Albanian is also required. (This will be tested.)
4. KNOWLEDGE, SKILL, ABILITIES: Must have excellent customer service skills and be able to function well in a high-stress environment with shifting priorities and frequent interruptions in a
team environment. Display tact and diplomacy in oral and written communication; ability to apply complex regulations accurately and to give sound technical advice in precise English and Albanian to others in respect to such regulations. Maintains confidentiality of all records and knows when to report problematic cases directly to the consular officers. Candidate must be able to use word processing equipment.

FOR FURTHER INFORMATION: A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to TiranaEmployment@state.gov with identification of vacancy number.

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) USEFM who is ALSO a preference-eligible U.S. Veteran
(2) USEFM OR a preference-eligible U.S. Veteran
(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. Selected candidate will be required to undergo both a medical and security clearance prior to employment

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. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, essays, certificates, awards, etc.)
WHERE TO APPLY:
U.S. Embassy
Rr: “Elbasanit”, No. 103, Tirana, Albania
Attn: Human Resources (HR) Office
E-mail: TiranaEmployment@state.gov
Telephone: (355) (4) 2247-285
Fax: (355) (4) 2232-222; (E-mailed applications are preferred). Only applications received in the HR Office before the closing date of this job announcement will be considered, and only short listed candidates will be contacted.

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; 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 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.