

VACANCY ANNOUNCEMENT
Announcement Number: 036 09

OPEN TO: *All Interested Applicants*

OPENING DATE: July 31, 2009

POSITION TITLE: **Assistant Motor Pool Supervisor/Dispatcher**
FSN-6, FP-8

CLOSING DATE: **August 21, 2009**

WORK HOURS: Regular work schedule; Full-time work 40 hours/week

SALARY: Non-Ordinary Resident (NOR):
(Position Grade: FP-8, U.S. \$30,231 p.a.)

Ordinary Resident (OR):
(Position grade: FSN-6, Euro 16,317 p.a.)

**NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF
USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER
CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED
WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.**

Mission employees may not apply for vacant position during probationary period.

The U.S. Embassy in Athens is seeking an individual **with the required residency/work permits** for the position of **Assistant Motor Pool Supervisor/Dispatcher** in the **General Services Office/Motor Pool Office**.

BASIC FUNCTION OF POSITION

The employee serves as Motor Pool Dispatcher. Works with the Motor Pool Supervisor to coordinate the use and maintenance of motor pool vehicles and the use of motor pool personnel to provide transportation service to Embassy personnel. Monitors the gas pumps, fuel levels, and washing facilities.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- **Education:** Completion of **high school (six years) is required.**
- English language level III (good working knowledge) **s/w/r is required.**
- Greek language level III (good working knowledge) **is required.**
- **Experience:** Four (4) years of driving or dispatching **is required.**
- Holder of a **valid professional Greek "D" class driver's is required**
- **Knowledge of :** **a) Greek motor code and remaining up to date on any changes b) automotive operation, safety, and maintenance practices c) Athens area and surrounding areas, locations of other diplomatic missions, ministries and major name companies are required.**
- **Skills and Abilities:** **a) appropriate appearance b) safe driving habits c) accomplish tasks with speed and dexterity d) good organizational and interpersonal skills e) basic data entry skills f) basic automotive maintenance knowledge are required.**

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised position within the first 90 calendar days of their employment.
3. Currently employed NORs hired under Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90

calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

4. Currently employed FSNs and US Citizens under Personal Services Agreement (PSA) serving a probationary period are not eligible to apply.
5. Greek National employees who have not completed their regular military service are not considered for employment with the American Embassy.

HOW TO APPLY

Interested candidates must submit the following or the application will not be considered:

1. **A current resume** or
2. Application for Federal Employment OF-612
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-124 with their application.
4. Any other documentation (e.g., essays, certificates, copy of high school awards, copy of driver's license, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

JOB INFORMATION

In order to apply for vacancies *all* applicants *must* provide the information outlined below:

1. Announcement number
2. Title and grade of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address and day phone numbers, including area code.
2. Social Security Number (if applicant is a U.S. citizen).
3. Country of citizenship.
4. Veterans' preference (proof of eligibility required).
5. Name, city and state of last high school attended and date of diploma, if applicable.
6. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received, if applicable.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title.
2. Duties and accomplishments.
3. Employer's name and address.
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor).
5. Starting and ending dates of employment (month and year).
6. Hours worked per week.
7. Salary.
8. Any other qualifications, including job-related: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g. honor societies, publications).

ADDITIONAL INFORMATION

All applicants must submit information that addresses the required qualifications.

Applications which are incomplete will not be considered.

WHERE TO APPLY

You may hand deliver your application/resume to the Embassy entry of Doryleou street by 5 p.m. on the closing date, or FAX, mail or e-mail it at recruitmentath@state.gov.

All applicants will be notified in writing of the results of the consideration given their application approximately six to eighth weeks after the closing date of the announcement.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
10160 Athens

POINT OF CONTACT

Telephone: 210-720-2238
FAX: 210-720-2197

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment

(TEMP) provided s/he meets all of the following criteria:

--US citizen;

-- Spouse or dependent who is at least age 18; Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. Eligible Family Members (EFMs): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority who do not meet the definition of AEFM above.
3. Members of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 21, 2009

The US Mission in Greece 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.