

U.S. Mission: Hamilton

Announcement Number: Hamilton 2019-19-03

Position Title: Community Liaison Office Coordinator

Opening Period: Open Until Filled

Work Hours: Part-Time, 32 hours per week

Series/Grade: FP 6 – FP 8 (FLO makes the grade determination)

Salary: Range from FP 6/1 - US\$18.79 per hour to FP8/14 – US\$34.52 per hour on a Family Member Appointment and Benefits (Depends on FLO grade determination)

For More Info: Human Resource Office: Raynae Fleming
Email address: HamiltonHR@state.gov

Who May Apply: U.S. Citizen Eligible Family Members (USEFMS)

Security Clearance Required: Top Secret

Duration of Appointment: Definite not to exceed 5 years.

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply. <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Consulate General in Hamilton, Bermuda is seeking eligible and qualified applicants for the position of Community Liaison Office Coordinator (CLO).

The work schedule for this position is Part Time – 32 hours per week.

Start Date: Candidate must be able to begin working within a reasonable period of time (2 weeks) of receipt of agency authorization and clearances or their candidacy may end.

Supervisory Position: No.

Duties: Develop and administer a broad post-specific program covering event planning, welcoming and orientation, guidance and referral, information and resource management, education liaison, crisis management and security liaison, employment liaison and community liaison.

Qualifications and Evaluations:

EDUCATION: High School Degree

Requirements:

EXPERIENCE: 3 – 5 years of professional work experience. Experience in the use of the Microsoft computer environment and ability to draft and edit material for correspondence and publication required.

JOB KNOWLEDGE: Knowledge of all U.S. Government agencies at Post, the agency composition, its officers, major agency functions and staff. Knowledge of U.S. Government and State Department regulations, policies and initiatives that govern programs and benefits critical to the general well-being of DOS and CBP employees and family members overseas. Must have a good understanding of host country laws, practices and environment.

Evaluations:

LANGUAGE: Level III Speaking/Reading/Writing English required.

SKILLS AND ABILITIES: Must be able to deal with people in a courteous and tactful manner. Must be able to work through others, normally outside the U.S. Government to accomplish assigned tasks.

Qualifications: All applicants under consideration will be required to pass 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.

Benefits: Benefits should be discussed with the Human Resource Office.

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 Top Secret clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available at the following link: <https://eforms.state.gov/Forms/ds174.PDF>.

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.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by visiting the Consulate website: <https://bm.USConsulate.gov>

Thank you for your application and your interest in working at the U.S. Consulate General Hamilton.