

# VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date	Subject:	No.:
August 28, 2019	Vacancy Announcement – Non Immigrant Visa Assistant	2019-37

**Position Title:** Non Immigrant Visa Assistant

**Opening Period:** August 28, 2019 – September 11, 2019

**Series/Grade:** FSN-7, FP-7

**Salary:** SEK 398,054 per annum  
For USEFM \$36,218 per annum. Actual salary determined in Washington, D.C.

**For More Info:** Human Resources Office  
E-mail Address: hrstockholm@state.gov

**Who May Apply:** All Interested Applicants / All Sources

**Security Clearance Required:** Local Security Certification

**Duration of Appointment:** Temporary for six months, with possibility of extension.

**Marketing Statement:** Applicants are encouraged to read and understand the “Eight (8) Qualities of Overseas Employees” before applying (<https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees>).

**Summary:** The U.S. Embassy in Stockholm is seeking eligible and qualified applicants for the position of Non Immigrant Visa Assistant.

**The work schedule for this position is:** Full-time, 40 hours per week.

**Start date:** Candidates 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

**Basic function of position:**

Performs full range of visa processing work including reviewing applications, performing data entry, capturing photos, and printing visas. Has joint responsibility to ensure that all applications are received, reviewed for fraud, entered, and processed according to a relatively complicated set of laws and procedures so that the Consular Officer can make decisions and ensure that the legal requirements of the application have been met. Responsible for making sure that escalated are answered promptly, courteously, and correctly. Assists with requests for expedited interview appointments and handling of problem cases. Is cross-trained in cashiering, fraud prevention, immigrant visa processing, and/or citizen services, serving as backup in at least one of the respective functions as needed.

**Qualifications and Evaluations:**

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

**Education**

At least completion of secondary school.

**Prior Work Experience:**

At least two years of office work with high level of responsibility, or one year of U.S. Embassy experience, or six months of consular-related work experience.

**Language Proficiency:**

Level 4 (Fluent) Speaking/Reading/Writing English is required.

Level 3 (Working Knowledge) Speaking/Reading/Writing Swedish is required.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The U.S. Embassy 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:** Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Stockholm may receive a compensation package that includes health, separation, and other benefits.

For Eligible Family Members (EFMs), benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the HR 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 local security certification. Applicants must submit a Universal Application for Employment (DS-174) in English to hrstockholm@state.gov. The form is available on the HR/OE Intranet Site and the Embassy Stockholm Internet Site.

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

**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.

Thank you for your application and your interest in working at the U.S. Embassy in Stockholm.