

VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date	Subject:	No.:
November 15, 2018	Vacancy Announcement – Passport and Citizenship Assistant	2018-44

Position Title: Passport and Citizenship Assistant

Opening Period: November 15, 2018 – November 29, 2018

Series/Grade: FSN-7, FP7

Salary: SEK 379,683 p.a.
For USEFM \$ 36,218 p.a. Actual salary determined by 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 Appointment: Temporary appointment for 3-6 months

Summary: The U.S. Mission in Stockholm is seeking eligible and qualified applicants for the position of Passport and Citizenship Assistant.

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:

Performs the full range of American Citizens Services work with the highest priority given to providing protective services to U.S. citizens, including during medical emergencies, incarceration and other safety/security situations. Has joint responsibility to ensure that all citizenship and passport cases are handled according to a complex set of laws and procedures so that consular officers can make decisions and ensure the legal requirements of each case are met. Provides special consular services such as notarial services, voting services, and tax assistance and has joint responsibility for setting up annual tax assistances workshops. Advises consular officers on areas of possible ineligibility or potential fraud.

Qualifications and Evaluations

EDUCATION:

At least secondary school degree is required.

EXPERIENCE: At least three years of experience working with regulatory material in a customer-oriented environment.

LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing of English is required.
(This may be tested.)

SKILLS AND ABILITIES:

Ability to organize workload and set priorities. Ability to work independently and under pressure. Ability to identify customer information needs and articulate complex regulations. Prior experience with basic computer skills.

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: 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 may include health, separation, and other benefits.

For 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. The form is available on HR/OE Intranet Site and Embassy Stockholm Internet Site.

To apply for this position, applicants should submit the documents listed below

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.

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.

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