VACANCY ANNOUNCEMENT
TRI MISSIONS VIENNA

ANNOUNCEMENT NUMBER: 10-01A
(2nd Announcement - Extension of Deadline)

OPEN TO: All Interested Candidates**

POSITION: **Program Assistant (A/V), FSN-7; FP-7**

OPENING DATE: February 1, 2010

CLOSING DATE: February 10, 2010

WORK HOURS: Full-time; 40 hours/week

**ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED RESIDENCE PERMITS FOR EMPLOYMENT IN AUSTRIA TO BE ELIGIBLE FOR CONSIDERATION.
U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMS) WILL BE GIVEN PREFERENCE. MORE DETAILS UNDER "SELECTION PROCESS".

The Tri Missions Vienna is seeking an individual for the position of **Program Assistant (A/V)** in the **American Reference Center/Public Affairs Office (ARC/PAO).**

BASIC FUNCTION OF POSITION

The incumbent of this full time position provides creative and technical support for the Embassy's online and social media programming in Public Affairs programs. S/he directs technical aspects of Digital Video Conferences (DVC), coordinates audio-visual presentations, takes photos of events involving U.S. officials, produces and edits videos for YouTube or other purposes. Assists with the preparation of press conferences, interviews and other media activities and is responsible for the technical aspects of producing Embassy podcasts.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of Secondary School, i.e. Matura, is required.

2. Experience: At least one year of experience in media, information technology, traditional library reference services or a related field is required.

Experience in the use of emerging information technologies and electronic media resources is required.

3. Languages: English: Fluency (Level 4) is required.
German: Fluency (Level 4) is required.
This will be tested.

4. Knowledge: Advanced knowledge of MS Office programs (Excel, Word, Outlook) is required. This will be tested.
Successful candidate must have advanced knowledge of webpage editing, Adobe Photoshop and contact management, of digital video conferencing, audio/visual technology including digital photography and video filming and editing.
The candidate must have a basic understanding of Austrian and U.S. affairs and governmental processes.

5. Other skills: Excellent interpersonal, cross cultural and communication skills are required.
The ability to prioritize work and incoming requests is essential.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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. Current Ordinarily Resident (OR) employees in their first year of service are not eligible to apply.

3. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed Not Ordinarily Residents (NORs) hired under a 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.

6. The candidate must be able to obtain and hold a security certification.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612); or
 a current resume or curriculum vitae that provides the same information as an OF-612; plus

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Recruitment
Mail: American Embassy, Human Resources Office (HRO), Boltzmanngasse 16, 1090 Vienna
E-mail: vacanciesvie@state.gov (an automatic response should follow immediately. Please contact HRO should you not have received this message)
Fax: (1) 313 39 - 2907

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: February 10, 2010

The Tri Missions Vienna provide 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.