Vacancy Announcement

U.S. Mission China

Announcement Number: Shanghai-2018-012-R

Position Title: Administrative Clerk

(This position is open at the Full Performance and Training Level. This Vacancy Announcement is for the Full Performance Level.)

Opening Period: May 22, 2018 – June 4, 2018

Series/Grade: LE-105-6


For More Info: Human Resources Office American Consulate Shanghai, China No.1469 Huai Hai Zhong Road, Shanghai 200031 Email: ShanghaiRecruitment@state.gov Fax: 86-21-6121-2179 (Please specify the position title in the subject line.)

Website: https://china.usembassy-china.org.cn/embassy-consulates/shanghai/

Who May Apply: USEFM is FP-8 USD38,468 p.a. Actual salary will be determined by Washington D.C.

• All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

Summary: The U.S. Mission in Shanghai is seeking eligible and qualified applicants for the position of Administrative Clerk.

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: The Administrative Clerk provides administrative support to the Community Liaison Office. The Administrative Clerk assists the Community Liaison Officer in developing and maintaining key contacts and managing information that benefits the morale and welfare of the entire mission, supports 8 areas of Community Liaison Office responsibilities (Event Planning, Community Liaison, Welcome and Orientation, Guidance and Referral, Information and Resource Management, and Education Liaison).

Qualifications and Evaluations

Education: Completion of secondary school is required

Requirements:

EXPERIENCE: Five (5) years of administrative work experience and at least one (1) year with large scale event coordination experience or customer service is required.

JOB KNOWLEDGE: Must have in-depth knowledge of Shanghai history/culture /customs.

Evaluations:

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

SKILLS AND ABILITIES:
- Must obtain excellent communication (written and oral) skills.
- Must be proficient in the use of Microsoft Outlook, Word, Excel, PowerPoint, Publisher and Share Point.

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

All applicants must have the required work and/or residency permits to be eligible for consideration.

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: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174); and

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY: SUBMIT APPLICATION TO

Human Resources Office
American Consulate Shanghai, China
No.1469 Huai Hai Zhong Road, Shanghai 200031
Email: ShanghaiRecruitment@state.gov
(Please specify the position title in the subject line.)

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 China.