



# VACANCY ANNOUNCEMENT

**U.S. Mission** U.S. Embassy Brussels

**Announcement Number:** Brussels-2020-103

**Position:** Management EPAP- FP-06/FP-05/FP-04

**Opening Date:** October 1<sup>st</sup>, 2020

**Closing Date:** October 15, 2020

**Series/Grade:** FP-06/FP-05/FP-04

**Salary:** USD 50,714 p.a. to USD 102,811 p.a., including Overseas Comparability Pay (OCP). Final grade and step will be determined by Washington D.C.

**For More Info:** Applicants may address any questions related to the advertised positions to post HR, the appropriate regional bureau using the email address listed below:

[EUR-IO-EPAP@state.gov](mailto:EUR-IO-EPAP@state.gov)

For general information on the program, please visit the [EPAP webpage](#) or email [FLOASKEPAP@state.gov](mailto:FLOASKEPAP@state.gov)

## Who May Apply:

Applications are restricted to Appointment Eligible Family Members (AEFMs), as defined in [3 FAM 7120](#):

Individuals who meet ALL of the following are considered to be AEFMs for employment purposes:

- (1) Is a U.S. citizen;
- (2) Is the spouse or domestic partner (as defined in 3 FAM 1610) of a sponsoring employee (i.e., a Direct Hire Foreign Service (FS), Civil Service (CS), or uniformed service member who is or will be assigned (not TDY) to a U.S. mission abroad under Chief of Mission (COM) authority, or at an office of the American Institute in Taiwan (AIT));
- (3) Is listed on one of the following:
  - (a) Travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under COM authority, or at an office of the AIT, or

- (b) An approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under COM authority, or at an office of the AIT, and is residing at the sponsoring employee's post of assignment abroad;
- (4) Does NOT receive a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service;
- (5) Is NOT a Foreign Service Generalist or Specialist in Leave Without Pay (LWOP) status;
- (6) Is NOT a Civil Service employee with re-employment rights to their agency or bureau (see 22 U.S.C. § 3950).

**OTHER CRITERIA:**

- AEFMs employed in the Mission on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are NOT eligible to apply within the first 90 calendar days of their employment regardless of their qualifications or skills. (This restriction does not apply to AEFMs with a When Actually Employed (WAE) or intermittent work schedule.)
- EPAP positions are full-time positions unless otherwise specified. As with all appointments, availability may be a factor.
- AEFMs must be able to obtain the appropriate level of security clearance within nine months of acceptance of the position. Candidates must be able maintain the required clearance level during their employment.
- EPAP employees hired in this cycle will be required to complete certain functional training within the first year of their appointment.
- Additional items that may be considered when determining successful candidacy include nepotism, conflicts of interest, advancing the work of the mission, etc.

**Security Clearance Required:** Top Secret

**Duration Appointment:** May not exceed 5 years.

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

**Summary:** The U.S. Embassy in Brussels is seeking eligible and qualified applicants for the position of Professional Associate – Management.

**The work schedule for this position is:** Full Time (40 hours per week)

Supervisory position: No

**Duties:** The Expanded Professional Associates Program (EPAP) provides eligible spouses with employment opportunities in key positions at missions abroad. EPAP offers responsibilities similar to Foreign Service entry-level positions. See here the EPAP [Position Descriptions](#).

The basic function of this position entails:

Is a key member of the Ambassador/Principal Officer's country and management team. Utilizes the ability to develop new perspectives, innovations, and directions in management practices. Employs management controls and knowledge of management practices to avoid waste, fraud, abuse, and/or mismanagement of United States Government resources. Implements and participates in the Department's management initiatives.

Provides leadership, technical guidance and direction on existing routine as well as complex problems and new and unprecedented actions which affect the operation of the post, other U.S. Government agencies at post,. Provides administrative and management oversight appropriate to the situation when assigned responsibilities for regional operations.

Identifies resource requirements for achieving foreign policy objectives based on input received from supervisors, other agency heads, section chiefs, and the individual's own and other staff analysis. Prepare budget submissions and staffing plans utilizing knowledge of post goals and available resources.

Negotiates administrative support arrangements with the chiefs of other U.S. Government agencies serviced by the management section and resolves any questions arising from services requested and services received. Plans for out-year resource needs in order to support medium and long-range policy objectives and projected mission staff and material requirements.

Manages financial plans, allocations, and expenditures of U.S. Government funds, as well as associated financial functions such as certification of vouchers, payroll, and cashier accounting. Supports the official residences and residence staff of the Chief and Deputy Chief of Mission. Manages human resource operations to ensure equitable and effective management of a diverse locally engaged workforce to promote professional development and to comply with regulations, local labor law and prevailing practices.

Oversees information resource management operations to enable consistent and adequate communication with Washington and others. Manages mission owned and leased real property. Property may be short or long-term leased and includes residential properties, warehouses, official residences, and office buildings. Serves as contracting officer, managing blanket purchase agreements, contracts for outsourced services, construction projects, etc.

Assists with crisis management planning, contributing to preparation and execution of emergency action plans, development of alternate command center(s), and contingency resource deployment. Fulfills crisis roles as outlined in emergency action plans and advises the Chief of Mission, Deputy Chief of Mission, and others on contingency planning and crisis management. Liaises with department and other crisis management contacts as appropriate.

This position will primarily work in the Financial Management Office, therefore the Basic Function of this position in addition entails:

- Drafting policies for FMO and section heads' clearance, approval, and release
- Helping with classified communication and analyses
- Helping with funds availability approval as needed
- Acting for the FMO during unplanned absence and periods of leave
- Acting as agent of change, leads initiatives, innovations, and implementations of financial management projects at the FMO's direction
- Supervising the Tri-Mission Cashiering operations

EPAP incumbents, unless they are separately accredited, do not have the same status as U.S. Foreign Service employees. Rather, such family members have derivative privileges and immunities, i. e., deriving from the sponsoring employee's status. Such status imposes a *de facto* limitation on what family members may do on the job and how they represent post.

As is required for all Family Member Appointments (FMA), EPAP incumbents and supervisors will agree upon specific Work Requirement Statements (WRS/FOR JF-57 EPR, Section III) and mandatory training, within the first 45 days of employment at post. The WRS will confirm and, as appropriate, elaborate upon the duties and responsibilities as defined in the EPAP PD..

### Qualifications and Evaluations

#### EDUCATION and EXPERIENCE:

EPAP Position Title	EPAP Grade	EPAP Minimum Standards		General Professional Experience	Specialized Experience
		Education* and Experience**	Prior EPAP Employment***		
Management EPAP	FP-06	BA or BS in any field and 4 years professional experience.	N/A	Experience gained in a field such as journalism; social sciences; management; project management; marketing; economics; political science; law; engineering; computer science; healthcare; teaching; or natural science. Professional experience may include research; analysis; reporting; management oversight.	N/A
	FP-05	BA or BS in Public Administration, Business Administration, Operations, Finance, or related field and 2 years professional experience MA, MS, (or JD) in any field and 2 years professional experience.	or Minimum 12 months "fully successful" employment in Management EPAP position at FP-06 or FP-05 level.		
	FP-04	MA or MS, in Public Administration, Business Administration, Operations, Finance, or related field (or JD in related field) and 1 year professional experience. Doctorate or LL.M in any field (and no required experience).	or Minimum 18 months "fully successful" employment in Management EPAP position at FP-05 level, or minimum 12 months "fully successful" at FP-04.		

See EPAP [Qualification Standards Table for education and experience requirements.](#) To be determined "qualified" for a position in the chosen EPAP area, a candidate must minimally meet the grade requirement, which includes a combination of education **and** a number of year(s) of general professional or specialized experience.

Prior EPAP Employment in lieu of EPAP Qualification Standards: Applicants who are able to demonstrate that they have 12 or more months of successful work experience in an EPAP position will be considered to have met the EPAP qualification standards for the same EPAP position at the same grade or higher as the case may apply. See list of required documents.

#### Evaluations:

**LANGUAGE:** English at Level 3 (Good Working Knowledge) Speaking/Reading/Writing is required.

**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:**

For AEFMs, benefits should be discussed with the Human Resources 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) Appointment Eligible Family Member (AEFM)\* who is a preference-eligible U.S. Veteran\*\*
- (2) Appointment Eligible Family Member (AEFM) \*

**\* IMPORTANT: In order to demonstrate AEFM status, applicants should be ready to show their U.S. passport to the requesting HR personnel at post.**

**\*\* 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.

For more information (i.e., AEFM.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

**SECURITY CLEARANCE AND FSFRC:**

Applicants do not need to currently hold a security clearance at the time of their EPAP application, nor do they need to be a member of the Foreign Service Family Member Reserve Corps ([FSFRC](#)) to apply.

However selected candidates must obtain the appropriate level of security clearance for their specific position before they are appointed. To learn more visit the [FSFRC webpage](#).

Applicant must be at post or arriving within six months of the announcement closing date.

### **How to Apply:**

**Applicants may only apply for positions at the post to which their sponsoring employee is or will be assigned.** All candidates must be able to obtain and hold a Top Secret clearance.

Applicants should send their documents to the appropriate Regional Bureau using the email address listed below:

[EUR-IO-EPAP@state.gov](mailto:EUR-IO-EPAP@state.gov)

To apply for this position, applicants must electronically submit the documents listed below by the closing date of this announcement. If the applicant fails to provide requested information, or the submitted information is insufficient to verify eligibility, applicants will not be considered for this position:

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

- DS-174; OR a USAjobs resume built by resume builder OR another federal resume:
  - Federal resume: Be sure to include all relevant work experience you wish to be considered as general professional or specialized experience. Any general professional or specialized experience NOT included in the DS-174 or federal resume will not be considered by the regional bureau or individual posts.
- Sponsoring employee's assignment cable/notification (TMONE) or OF-126 (Foreign Service Residence and Dependency Report signed by an Authorizing Official); or travel orders (TMFOUR).
  - The documents must list the name of the sponsoring employee, sponsoring agency, post of assignment for which you are applying, and your name as dependent. The sponsoring employee's post of assignment must be the same location as the post at which you are applying for a position. Note: for positions at Priority Staffing Posts (PSPs), you must include the sponsoring employee's assignment notification (TMONE), even though your name may not be listed.
  - If your sponsoring employee is from a different agency and you have questions regarding the required assignment/travel documents, please contact [FLOaskEPAP@state.gov](mailto:FLOaskEPAP@state.gov).
- If you wish to qualify for a position and grade that requires a high school diploma or a General Education Diploma, please provide a copy of the certificate/diploma or transcript or a final report card.
- If you wish to qualify for a position and grade which requires a college/university degree, please provide the college/university degree transcript and degree awarded: Transcripts must include

education you believe is relevant to your application and/or demonstrates that you meet or exceed the EPAP qualification standards. Transcripts must:

- Be legible, in English, include your name, the name of the institution, and indicate the degree(s) (if any) awarded and course work completed. Note: unofficial copies of school records are acceptable, as long as they meet the above requirements.
- If your transcripts do not include the degree(s) awarded, include a copy of your diploma with your transcripts. Note: the regional bureau or post reserve the right to ask for an original copy of the diploma/degree/certification for further verification.
- If your transcripts are from a U.S. institution, but they are not in English, you must submit the original transcript and a certified, English translation.
- If you have foreign education credentials (that is education acquired outside of any State of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.), in order to be credited, foreign education must be evaluated by a credential evaluation service recognized by the U.S. Department of Education. (Note: You must provide the evaluation on an official document that includes the name and insignia/logo of the evaluation organization, unofficial copies will not be accepted).
- *English transcript/translations are not sufficient by themselves to establish the foreign degree equivalency to a U.S. degree.*
- See: [Credentiaing of Foreign degrees for a United State Government Application](#).

For more information regarding foreign education and accreditation, please contact FLOAskEPAP@state.gov .

**Foreign education transcripts will not be accepted without an accompanying credential evaluation.**

EPAP applicants claiming U.S. Veteran hiring preference must submit one of the following with their application package: (a) most recent Member Copy Four (4) of Certificate of Release or Discharge from Active Duty (Form DD-214); (b) letter from U.S. Department of Veteran's Affairs; or (c) other supporting documentation. Applicants claiming conditional eligibility for U.S. Veteran preference must submit proof of conditional eligibility. If documentation is not received by the vacancy's closing date, the U.S. Veteran preference will not be considered. For more information, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

In addition to the above required documents, applicants who qualify based on prior EPAP experience must also submit:

- (a) Notifications of Personnel Action (Form SF-50) documenting 12 or more months of experience in an EPAP position: one indicating your start date and one indicating your end date; and
- (b) Employee Performance Report (Form JF-57) documenting fully satisfactory or better performance for 12 or more months in an EPAP position.

**Please note that SF-50s and JF-57 will not be sufficient by themselves to ensure eligibility and qualification. Applicant must provide the above listed required documents.**

If you have had prior federal employment, you may be eligible to request Highest Previous Rate (HPR), which may increase the number of steps within the grade for which you are found qualified. You must submit at least two SF-50s to show you served at least 90 days in this federal position.

Submit all required documents by midnight (ET), October 15, 2020.

**No documents will be accepted** or applications considered if they arrive **after this deadline**.

**What to Expect Next:**

**REVIEW PROCESS:**

Step 1: Once the vacancy announcement closes, the regional bureau will review the applications to determine the applicant's eligibility by a) confirming the applicant meets the AEFM eligibility requirements; and, b) by confirming the application package is complete and provide the required documents.

Step 2: The regional bureau will forward the list of eligible applicants to post. Post will review applicant qualifications to determine which applicants minimally meet the EPAP Qualification Standards for the position to which they applied. Post will conduct language and/or applicable skills testing, if required, and will schedule interviews as applicants pass those tests.

Applicants who will be invited to take a language or skills test, and/or who are selected for an interview will be contacted by post via email or phone.

Step 3: Post will interview all eligible and qualified applicants according to the Hiring Preference Order noted above. Post will inform the bureau of the rank order of interviewed candidates.

Step 4: The regional bureau will make final decisions on hiring, grade and salary by determining the grade and step at which the rank-ordered applicant qualify. The bureau extends a conditional offer to the selected AEFM\*\*\*.

Post will notify candidates of the status of their application throughout the process until the regional bureau informs the selected and non-selected applicants.

\*\*\*Please note that since EPAP integrates a salary review with the complete review of education and experience while offering the highest matching grade and step to qualified applicants, Superior Qualification Rate (SQR) will not be added to this determination.

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