

VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 11-06

OPEN TO: All interested candidates
POSITION: EXBS PROGRAM ASSISTANT
TEPORARY POSITION – TO REPLACE EMPLOYEE ON MATERNITY LEAVE – APPROXIMATELY SIX MONTHS
OPENING DATE: August 24, 2011
CLOSING DATE: September 7, 2011
WORK HOURS: Full-time; 40 hours per week
SALARY: **FULL PERFORMANCE LEVEL**
*Ordinarily Resident: Position Grade: LES-09
(LES-09/step1 HRK 244,162 annual gross salary)
*EFM/MOH/NOR: Position Grade: FP-05 (steps 1 through 4) to be confirmed by Washington
TRAINEE LEVEL
*Ordinarily Resident: Position Grade: LES-08
(LES-08/step1 HRK 216,753 annual gross salary)
*EFM/MOH/NOR: Position Grade: FP-06 to be confirmed by Washington

The U.S. Embassy in Zagreb is seeking an individual for employment in country, for the position of EXBS Program Assistant in the EXBS Office.

BASIC FUNCTION OF POSITION

Position is primarily responsible for implementing program agendas in Croatia, and in the region. Meets with high and mid level host country officials to determine and coordinate EXBS Program activities, and advises Program Advisor on their needs and requirements. Responsible for all budgetary matters, providing Washington Offices with monthly reports. Organizes trainings locally and abroad, conducts equipment monitoring, and drafts country and work plans.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Bachelors Degree in the area of languages, economics, engineering or law.
2. Must have at least six months of administrative work experience.
3. Level IV (fluent) in English and Level IV in Croatian required. Must be able to interpret subject matters.
4. Must have excellent working knowledge of MS Word, Excel and internet.
5. Must have the ability to effectively interact with persons from different cultures at all levels. Must be able to prioritize, organize and perform work independently.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested candidates for this position **must submit DS-174 Application form** for consideration:

1. **Universal Application for Employment (UAE)** as a Locally Employed Staff or Family Member (**DS-174**); the form is posted on Embassy's internet and intranet site;

Candidates who do not submit the DS-174 form will be considered not qualified.

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Failure to follow these instructions will result in an incomplete application.

E-mail APPLICATION TO zagrebjobs@state.gov

If you don't have access to e-mail, fax or mail to:

American Embassy Zagreb - HRO

T. Jefferson 2, 10010 Zagreb

Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

CLOSING DATE FOR THIS POSITION: September 7, 2011

An Equal Opportunity Employer