



# Mission China HR

## 美国驻华大使馆人力资源部

### Vacancy Announcement

**Position # 97-002579**

**U.S. Mission** Embassy Beijing, China

**Announcement Number:** Beijing-2019-26

**Position Title:** Assistant CLO – Part Time

**Opening Period:** September 10, 2019 – September 24, 2019

**Series/Grade:** FP-105-07

**Starting salary:** 36,725 – 43,901 USD, p.a.

**Actual salary determined by Washington D.C.**

Member of Household (MOH) paid on Local Compensation Plan (LCP).

**For More Info:** Human Resources Office  
American Embassy Beijing, China  
No.55 An Jia Lou, Beijing 100600  
Email: [BeijingHREFMApplications@state.gov](mailto:BeijingHREFMApplications@state.gov)  
Website: <https://china.usembassy-china.org.cn>

**Who May Apply:** U.S. Citizen Eligible Family Members (USEFMs) - All Agencies  
U.S. Citizen Member of Household (MOH) - All Agencies

**Security Clearance Required:** Top Secret

**Duration Appointment:** Definite Not to Exceed Five Years

**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 Beijing, China is seeking eligible and qualified applicants for the position of **CLO Assistant**.

The work schedule for this position is: Part Time (20 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:** In the absence of the CLO, supervises FSN CLO clerk and Summer Hires. Supervises volunteers and external vendors that may be working and assisting the CLO office.

**Duties:** The CLO Assistant supports the CLO Coordinator in the eight areas of responsibility including employment, crisis management, security, education, information and resources, guidance and referral, welcome and orientation, community liaison and events planning. The CLO Assistant will attend meetings as necessary, maintain files and calendars, provide writing material to the newsletter editor on a daily basis. Additionally, the Assistant Coordinator will assist with delegations and also supervise the summer hire students. In the absence of the CLO Coordinator, the CLO Assistant will assume charges.

### **Qualifications and Evaluations**

**EDUCATION:** Completion of secondary schooling is required.

#### **Requirements:**

**EXPERIENCE:** At least three years of administrative work experience is required.

#### **Evaluations:**

**LANGUAGE:** Level IV speaking/reading/writing English is required.

**SKILLS AND ABILITIES:** A general knowledge of the organization and structure of an Embassy as well as host country laws pertaining to employment and education. Good working knowledge of DOS policies and programs related to the CLO. Strong ability to use the Microsoft Office Suite programs including Word, Excel, PowerPoint and especially Publisher. Ability to professionally draft and edit a variety of correspondence about issues of interests to FS employees and family members. Ability to develop and maintain effective contacts inside and outside of the Mission in order to obtain updated information on current events and activities in the greater Beijing community. Ability to obtain a Top secret security clearance.

**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.

**Benefits:** For EFMs, benefits should be discussed with the Human Resources Office. MOHs may receive a compensation plan that may include health, separation and other benefits. 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 \*\*

OR

- (3) MOH \*\*\*

\* **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.

\*\*\* A MOH can work at the Embassy, under the following conditions:

- MOH status approved by the Front Office;
- Correct visa that allows the MOH to be at Post for the duration of the sponsoring employee (aka ‘little W’ visa);

- Must be a U.S. Citizen;
- MOH receive no hiring preference;
- MOH is hired on a Personal Service Agreement (PSA) mechanism and paid on the Local Compensation Plan (LCP).

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:**

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

- **Universal Application for Employment (UAE) (Form [DS-174](#))**
- **Passport and Chinese visa copy**
- **College transcript**
- **DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)**
- **SF-50 (if applicable)**

### **WHERE TO APPLY:**

#### **SUBMIT APPLICATION TO**

Human Resources Office

American Embassy Beijing, China

No.55 An Jia Lou, Beijing 100600

Email: [BeijingHREFMApplications@state.gov](mailto:BeijingHREFMApplications@state.gov)

(Please specify the position title in the subject line.)

**What to Expect Next:** Applicants are selected for an interview will be contacted via email. For further information please contact the Human Resources office. Thank you for your application and your interest in working at the U.S. Mission in Beijing, China.