



# Mission China HR

## 美国驻华大使馆人力资源部

### Vacancy Announcement

**Position # 97-002655**

**U.S. Mission:** Embassy Beijing, China  
**Announcement Number:** Beijing-2019-24  
**Position Title:** Housing Assistant  
**Opening Period:** September 10 – September 24, 2019  
**Series/Grade:** FP-07  
**Starting Salary:** USD 36,725 - USD 43,901 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 (USMOH) - All Agencies

**Security Clearance Required:** Non Sensitive / Public Trust

**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 **Housing Assistant**.

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:**

Makes recommendations to the Housing Officer as the need for, timing, and extent of maintenance and repairs on residences. Inspects maintenance, alteration, and repair work performed in-house or by contractor for progress, conformance to specifications, quality of materials and adequacy of the work performed in-house or by contractor for progress. Conducts make-ready inspections of all USG owned and short-term leased residences before occupancy as required; including but not limited to ensuring units are clean and appropriately furnished; and assesses condition of all furnishings and appliances; recommends repairs, replacement, etc. of existing furnishings and appliances and follows up to ensure that the requested work is done properly. Inspects all residential property after pack-out but before departure of occupant and reports on condition of property and furnishings; conducts final inventory of furniture and appliances; assesses damages as required. Upon lease termination, coordinates the removal of all USG furnishings and appliances, and oversees the return of property to original condition as requested before turnover to landlord. Manages the housing key inventory program to include issuance, collection and replacement, and maintaining an adequate amount of spare keys for residences (5 sets). Maintains a log of issuances and returns of all keys and interacts with Facilities, management companies, or landlords to ensure that all keys are current by finding out if any locks have been replaced and that Housing has received a copy. Conducts pooled housing measurements according to Department of State regulations in order to accurately render gross/net area calculations; monitors, scans, and upgrades Housing Sharepoint information. Files and maintains documents.

**Qualifications and Evaluations**

**EDUCATION:** College or university studies required.

**Requirements:**

**EXPERIENCE:** Two years of work experience in an office environment where applying basic office skills are required. (Basic computer skills, software skills with Word, Excel, Access,

internet, able to operate a fax, copier, etc...) Experience in dealing with both internal and external customers is a must.

**Evaluations:**

**LANGUAGE:** English Level 4 is required.

**SKILLS AND ABILITIES:** Thorough knowledge of customer service is required. Must have a good working knowledge of typical American standards in houses so it can be applied from finding a house to lease to the make ready/departure process. Good working knowledge of Post housing policies and practices is required. Regular demand for doing and understanding basic arithmetic. Regular demand for using a computer or similar where speed is not important but accuracy is. Ability to use a variety of software or widely used general software packages that are specific to the job. Be able to draft written reports, work orders, and general correspondence. Excellent interpersonal skills.

**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 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.