

**UNITED STATES EMBASSY  
REYKJAVIK**

**Date: November 9, 2009**

**VACANCY ANNOUNCEMENT NUMBER: 02-09**

**OPEN TO:** All Interested Candidates

**POSITION:** Temporary Protocol Assistant FSN-7; FP-7

**OPENING DATE:** November 9, 2009

**CLOSING DATE:** November 23, 2009

**WORK HOURS:** Temporary full time; 40 hours/week. Note: This position occasionally requires performance of assigned duties on weekends, holidays and during evening hours.

**SALARY:** \*Not-Ordinarily Resident: US\$ 33,817 (Starting salary). Position Grade FP-7 (confirmed by Washington).  
\*Ordinarily Resident: From IKr. 4,366,709 to 5,676,722 IKr. p.a. Position Grade FSN-7.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Reykjavik is seeking an individual for the position of Protocol Assistant.

**BASIC FUNCTION OF POSITION**

The successful applicant will serve as the Protocol Assistant to the U.S. Ambassador. The Protocol Assistant supports and prepares for all official representational events hosted by the Ambassador, which entails preparing guest lists, invitations, coordinating with the Ambassador's residential staff, meeting and greeting guests, and maintaining the Embassy's contact database. The Protocol Assistant also serves as Embassy photographer.

For further information please send an e-mail enquiry to [reykjavikvacancy@state.gov](mailto:reykjavikvacancy@state.gov).

\* Definition explanation on page 3.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information addressing each requirement.

1. Associates' degree (A.A.) or Icelandic equivalent is required.
2. At least six months previous protocol, or closely related office experience is required.
3. Level IV (fluent) – written and spoken English and Icelandic is required.
4. A demonstrated, proficient ability to use Microsoft Windows-based software and proficiency in using Microsoft Office especially Microsoft Access.
5. A demonstrated ability to operate a digital camera and photo editing computer software in order to produce prints is required.
6. The ability to work effectively and tactfully in a loosely structured, fluid and collegial workplace is required.
7. Valid driver's license for operation of motor vehicles in Iceland is required.

## **SELECTION PROCESS**

Applicant ability to meet the above required qualifications may be formally evaluated as part of the selection process.

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the qualifications outlined above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following to ensure full consideration of their application:

1. Application for U.S. Federal Employment (SF-171 or [OF-612](#)); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Please note that applications and accompanying documentation will not be returned to applicants.

## **SUBMIT APPLICATION TO**

[reykjavikvacancy@state.gov](mailto:reykjavikvacancy@state.gov)

## **DEFINITIONS**

1. USEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US

Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

## **TAXES**

U.S. Citizens/Legal Permanent Residents: FICA contributions, U.S. Federal Income Tax and state tax withholdings shall be deducted in accordance with regulations and rulings of the Social Security Administration and the U.S. Internal Revenue Service, respectively. The employee may also be obligated to file state income tax returns and obligated to pay foreign taxes, depending upon residency status and the host government's taxation laws. All tax liabilities arising from this employment are the employee's responsibility whether or not taxes are withheld by the government. Regular deductions for federal, state and FICA taxes will be made through the Financial Service Centers.

### **CLOSING DATE FOR THIS POSITION: November 23, 2009**

The US Mission in Iceland is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.