



U.S. Mission, Dili

U.S. Mission Dili

Announcement Number: Dili-2021-02

Position Title: Logistical and Planning Coordinator

Opening Period: Open Until Filled

Series/Grade: FP-105-8

Salary: \$38,468/annum

For More Info: Human Resources Office at DiliHRRecruiting@state.gov
E-mail Address:

Who May Apply: For USEFM – FP-8. Actual FP salary determined by Washington, D.C.

- U.S. Citizen Eligible Family Members (USEFMs) - All Agencies

Security Clearance Required: Public Trust Clearance.

Duration Appointment: Definite Not to 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. Mission in Dili, Timor-Leste is seeking eligible and qualified applicants for the position of Logistical and Planning Coordinator.

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: The job holder serves as a Logistical and Planning Coordinator, providing overall supervision for Post warehouse operation; organizes the warehouse; and ensures the separation of property by agency. He/she also schedules annual inventories; maintains mission inventory of furniture and furnishing;

monitors and manages sales and disposal on a quarterly basis. The job holder monitors the work of contractors during the moving services.

Qualifications and Evaluations

EDUCATION: Completion of Secondary school is required.

Requirements:

EXPERIENCE: A minimum of 2 years' experience in administrative/clerical operations is required.

Evaluations:

LANGUAGE: Level 4 (Fluent) English.

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.

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 **

* **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.

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: All candidates must be able to obtain and hold a public trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available Intranet Site.

To apply for this position, applicants should electronically submit the documents listed below

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

- DS-174
- Copy of orders/Assignment Notification (or equivalent)
- Educational certificates as appropriate / applicable
- SF-50 (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Dili, Timor-Leste