



VACANCY ANNOUNCEMENT

JVA 18-08

U.S. Mission the Netherlands

The U.S. Embassy in The Hague is seeking eligible and qualified candidates for the position of

Leasing Assistant (TEMPORARY – Not To Exceed 6 Months)

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| Open to: | All Interested Candidates / All Sources |
| Position: | Leasing Assistant |
| Opening Date: | Tuesday, April 03, 2018 |
| Closing Date: | Monday, April 16, 2018 |
| Work Hours: | Full-time - 40 hours per week |
| Length of Hire | Fixed term: Not To Exceed (NTE) 6 months |
| Salary: | Ordinarily Resident (OR): EUR 34,402 per year (Position Grade: FSN 7) * based on a 40-hour work week. Not-Ordinarily Resident (NOR): USD 43,031 per year (Position Grade: FP 7) ** based on a 40-hour work week. * NOTE: An additional 20.2% will be added to the OR salary listed above for allowances and premiums. There are approximately 16 (American and Dutch) holidays a year in addition to your annual leave ('vakantiedagen'). ** NOTE: Final grade and steps for NORs will be determined by Washington, DC. |

All Ordinarily Resident (OR) applicants (See Appendix for definition) must have the required work and/or residency permits to be eligible for consideration.

NOTE: We will only contact applicants who are being considered for an interview. Thank you for your understanding.

Basic Functions of the Position

The incumbent is responsible for locating and management of both residential and non-residential properties, and is the primary back up for the General Services Office (GSO) Realty Supervisor.

Negotiates terms and conditions of leases, extensions, amendments and terminations as directed. Liaises with occupant(s) and landlord(s) to determine maintenance requirements and facilitate repairs. Coordinates inspections of properties and obtains inspection reports. Maintains the database of all leased and government owned properties, generates reports as required. Establishes all utilities (electricity, water gas) in government owned and leased properties, and is the first point of contact for leasing and utility issues.

Receives supervision from the General Services Officer(s) and Realty Supervisor.

Qualifications Required

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Completion of secondary school and 2 years of post-secondary education.

2. **Experience:** 2 years' of general administrative experience is required in real estate, contract negotiation, vendor management, or related field.
3. **Language Requirements:** Speaking/reading/writing: English and Dutch Level IV (fluent) are required.
4. **Job Knowledge:** Working knowledge of MS Office Suite. Knowledge of the real estate market in The Netherlands.
5. **Skills and Abilities:** Strong interpersonal skills. Ability to interact effectively and appropriately with all levels of Mission personnel, Dutch Government and commercial enterprises. Ability to synthesize raw material and draw meaningful conclusions. Must be able to work independently. Good keyboard skills. Superior data entry skills and a meticulous approach to work are essential. Skillful and appropriate use of tact and diplomacy. Driver's license required. Must pass driver's medical exam.

Any of the above qualifications may be tested through an assessment as part of the recruitment process.

For Further Information

The complete position description listing all of the duties and responsibilities may be obtained on our [website](#) and/or by contacting the Human Resources Office at 070 310 2235.

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**

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

Additional Selection Criteria

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: **Local Security Certification**.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

How to Apply

Applicants must submit the following documents **in English** to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our [website](#) or by contacting Human Resources Office. (See "For Further Information" above); **and**
2. Any additional documentation that supports or addresses the requirements of the position listed above (e.g., transcripts, degrees, permits).

Where to Apply

Please submit your application **in English** via our [website](#). If you are unable to submit your application via the "Apply Now" button, please email your application to hrothe Hague@state.gov and mention the position you are applying for in the subject line.

Equal Employment Opportunity

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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3 FAM 3232.2](#); **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**

- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; **and**
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; **and**

Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**
- Has a U.S. Social Security Number (SSN); **and**
- Is not a citizen of the host country; **and**
- Does not ordinarily reside in the host country; **and**
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; **or**
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; **and/or**
- Is subject to host country employment and tax laws.