

Position Vacancy:

Communication Assistant

The U.S. Embassy in Tokyo is seeking a U.S. Citizen for employment as Communication Assistant in the Information Management Office.

OPEN TO: U.S. Citizens
POSITION: Communication Assistant (#A55701)
OPENING DATE: September 28, 2007
CLOSING DATE: October 4, 2007
WORK HOURS: Full Time 40 hours/week
SALARY: Ordinarily Resident (OR) FSN-8 ¥8,664,261 p.a.
Not-Ordinarily Resident (NOR) FP-6

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. U.S. taxes will be deducted.
3. Only U.S. citizens who are able to obtain and hold a top secret level security clearance may apply.

BASIC FUNCTIONS OF POSITION:

- Safeguard all classified materials in accordance with the Department of State security regulations, including the controlled receipt, storage, shipment and destruction of classified materials.
- Submit purchase requests, process deliveries, file and track all office purchases.
- Manage overall Embassy Records Management program to include maintenance and retirement of all records in accordance with Department of State regulations
- Maintain the Embassy classified pouch program and perform escort duties.
- Maintain the Embassy WPAS, E-Score and other inventories. Process all requests for repair/return of office equipment.
- Provide first line of customer service and telephone support
- Position requires a top secret level security clearance.

QUALIFICATIONS REQUIRED:

1. Education: High school graduate
2. Prior Work Experience: 3 years of experience in the IT industry
3. Language Proficiency: Level IV (fluent) English
4. Knowledge: Good working knowledge concerning security and in safeguarding classified documents and other classified materials
5. Skills and Abilities: Good computer skills and the ability to utilize word processing, spreadsheet, e-mail and in-house applications. Excellent office management skills.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
3. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

TO APPLY:

Applicants must submit the following by the closing date or the applications will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *or* a current resume that provides the same information as OF-612; *plus*
2. Candidates who claim veteran preference must provide a copy of form DD-214.
3. OR resident applicants who are not citizens of Japan must submit a copy of residency permit or visa. **The U.S. Embassy does not sponsor work visas** in Japan and will only consider candidates with residency rights.
4. Any other documentation that addresses the qualification requirements of the position as listed above. **Test scores and school certificates are essential** for determining whether the applicant meets the education and language requirements.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO:

Cynthia Suen
Human Resources Office
U.S. Embassy Tokyo

By post:

1-10-5, Akasaka
Tokyo 107-8420

Or by fax: 03-3224-5818

Or by email: tokyorecruitment@state.gov

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are USEFMs and EFM of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): A USEFM is i) a U.S. citizen; ii) a spouse or dependent who is at least age 18; iii) listed on the travel orders of an Foreign Service, Civil Service, or Uniformed Service member officially assigned to post and under Chief of Mission authority; and iv) residing at post with the sponsoring employee.

CLOSING DATE FOR THIS POSITION: October 4, 2007