

# Vacancy Announcement

<b>U.S. Mission:</b>	U.S. Consulate General Wuhan
<b>Announcement Number:</b>	Wuhan-2021-005
<b>Position Title:</b>	Office Management Assistant (97-102114)
<b>Opening Period:</b>	June 25, 2021 – till filled
<b>Series/Grade:</b>	FP-08
<b>Salary:</b>	USD 34,021 p.a. Actual salary will be determined by Washington D.C.
<b>For More Info:</b>	Human Resources Office U.S. Consulate General Wuhan, China Room 4701, New World International Trade Tower I, No. 568, Jianshe Avenue, Jiangnan District, Wuhan 430022 Email: <a href="mailto:WuhanJobs@state.gov">WuhanJobs@state.gov</a> Website: <a href="https://china.usembassy-china.org.cn/embassy-consulates/jobs/wuhan-jobs/">https://china.usembassy-china.org.cn/embassy-consulates/jobs/wuhan-jobs/</a>
<b>Who May Apply:</b>	U.S. Citizen Eligible Family Members (USEFMs) - All Agencies
<b>Security Clearance Required:</b>	Top Secret
<b>Duration Appointment:</b>	Definite Not to Exceed 5 years
<b>Marketing Statement:</b>	We encourage you to read and understand the <a href="#">Eight (8) Qualities of Overseas Employees</a> before you apply.
<b>Summary:</b>	The U.S. Consulate Wuhan is seeking an eligible and qualified applicant for the position of Office Management Assistant.
<b>Work Schedule:</b>	Full Time (40 hours per week)
<b>Start Date:</b>	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.
<b>Supervisory Position:</b>	No
<b>Duties:</b>	Provides office management support to EXECUTIVE and other sections as directed.
<b>Qualifications and Evaluations</b>	
<b>Education:</b>	High school diploma or equivalent is required.

**Requirements:****EXPERIENCE:**

Minimum two years of secretarial/ administrative support experience is required.

**JOB KNOWLEDGE:**

A strong knowledge of standard secretarial practices in an office environment is required. A firm grasp of the organizational structure of the embassy and the functions of the relevant sections is required. Knowledge of contact protocols for both host government ministries and the embassy offices is also required and should be developed continuously.

**Evaluations:****LANGUAGE:**

Level III speaking, reading, and writing in English is required.

**SKILLS AND ABILITIES:**

Strong interpersonal, customer service skills, and knowledge of standard secretarial practices in an office environment are required.

Must be able to use a computer and a variety of software programs, including Microsoft Word, Excel, and Outlook.

Excellent telephone skills are required. Must be able to operate all standard office equipment.

Good numerical and organizational skills are required.

**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.

All applicants must have the required work and/or residency permits to be eligible for consideration.

**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 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: Applicants must submit the following documents to be considered:**

**1. Universal Application for Employment (UAE) (Form [DS-174](#)); and**

**2. Any additional documentation that supports or addresses the requirements listed above (e.g., transcripts, degrees, etc.)**

**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.

**WHERE TO APPLY:**

**SUBMIT APPLICATION TO**

Human Resources Office

The Consulate General of the United States of America, Wuhan, China

Room 4701, New World International Trade Tower I, No. 568, Jianshe Avenue, Jiangnan District, Wuhan  
430022

Email: [WuhanJobs@state.gov](mailto:WuhanJobs@state.gov)

(Please specify the position title in the subject line.)

**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 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 China.