

# THE NETWORK

Newsletter for Foreign Service Family Members seeking employment in the Washington area  
Published by the Family Liaison Office, Department of State

November 2004

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## NOTICE TO NETWORK RECIPIENTS

To receive notification of the most recent edition of *The Network* (including postings of last minute job opportunities):

Intranet

<http://hrweb.hr.state.gov/FLO/FLOSubscription.html>

Internet

Please send a request to FLO at  
[FLOASKEMPLOYMENT@state.gov](mailto:FLOASKEMPLOYMENT@state.gov)

### The Family Liaison Office

U.S. Department of State  
Room 1239

Harry S. Truman Building  
Washington, D.C. 20520-7512

(Tel) 202-647-1076

1-800-440-0397

(Fax) 202-647-1670

(Internet) <http://www.state.gov/m/dqhr/flo>

(Intranet) <http://hrweb.hr.state.gov/flo/index.html>

The Network:

<http://www.state.gov/documents/organization/28131.doc>

*Businesses or institutions represented in The NETWORK carry no endorsement from the Family Liaison Office or the Department of State.*

## ANNOUNCEMENTS

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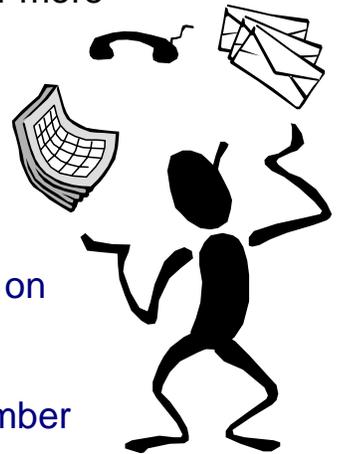
# FLO's Job Seekers Network Group

The Job Seekers Network Group is for Foreign Service family members who are committed to a job search. This Network Group will serve to give you regular updates and information on the job search process. It will keep you motivated, and put you in touch with colleagues also looking for work. Members share contacts, tips, and offer each other support.

**New Members:** Please contact the Family Liaison Office for more information and to sign up for this group.

### Upcoming Meeting Schedule:

- ⇒ Meeting from 1:00 – 2:00 p.m., Room 1406, Main State on Thursday, November 4th.
- ⇒ Meeting from 1:00 – 2:00 p.m., in SA-1, Monday, November 15<sup>th</sup>, Room L-321, CDRC – Career Development Resource Center.



**RSVP:** Please, call or email FLO for final meeting details and to get your name on the list.

**CONTACT:** Jenneke Fijn van Draat, Employment Program Specialist

**PHONE:** 202-647-1076

**EMAIL:** [FLOAskEmployment@state.gov](mailto:FLOAskEmployment@state.gov)

## **JOB FAIRS**

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*Note of caution: be sure to check the website BEFORE you go to the job fair! You want to make sure that it is a fair that will interest you. The companies attended are usually listed on the site so that you can do research on them in advance. And - most importantly - The site and time may have changed or the event cancelled!*

### **November 2004**

#### **Shomex Diversity Career Fair**

November 2, 2004

To be held in Baltimore, MD

For more info: [www.naacpcareerfair.com/Nevent](http://www.naacpcareerfair.com/Nevent)

#### **Top Secret Career Expo Event**

November 15, 2004

To be held at The Marriott Greenbelt in MD

For more info: [www.newspaperjobfairs.com](http://www.newspaperjobfairs.com)

#### **Defense Systems & Intelligence Career Fair**

November 16, 2004

To be held at DefenseEngineers.com HQ in Herndon, VA

For more info: [www.intelligencecareers.com/careerfairs](http://www.intelligencecareers.com/careerfairs)

#### **Corporate Gray Job Fair**

November 17, 2004

To be held at Embassy Suites in Arlington, VA

For more info: [www.corporategray.com](http://www.corporategray.com)

#### **Intelligence Careers**

November 18, 2004

To be held at BWI Embassy in Linthicum, MD

For more info: [www.intelligencecareers.com](http://www.intelligencecareers.com)

#### **Corporate Gray Job Fair**

November 19, 2004

To be held in Washington, DC metro area

For more info: [www.corporategray.com](http://www.corporategray.com)

### **December 2004**

#### **Defense Systems & Intelligence Career Fair**

December 14, 2004

To be held at DefenseEngineers.com HQ in Herndon, VA

For more info: [www.intelligencecareers.com/careerfairs](http://www.intelligencecareers.com/careerfairs)

## **Defense Systems & Intelligence Career Fair**

December 16, 2004

To be held in Springfield, VA

For more info: [www.intelligencecareers.com/careerfairs](http://www.intelligencecareers.com/careerfairs)

## **2005**

### **Corporate Gray Job Fair**

March 11,, 2005

To be held at NVCC in Annandale, VA

For more info: [www.corporategray.com](http://www.corporategray.com)

### **Corporate Gray Job Fair**

May 20,, 2005

To be held at Embassy Suites in Linthicum, MD

For more info: [www.corporategray.com](http://www.corporategray.com)

### **Corporate Gray Job Fair**

June 17, 2005

To be held Martin's Crosswinds in Greenbelt, MD

For more info: [www.corporategray.com](http://www.corporategray.com)

## **U.S. DEPARTMENT OF STATE VACANCY LISTINGS**

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A more comprehensive and detailed job announcement web site has become available to family members in their search for government employment. You can now view detailed job descriptions and submit resumes online.

Please visit the OPM web site on the Internet for a complete list of available positions within the Department of State.

- <http://www.usajobs.opm.gov>
  - <http://www.opm.gov/pressrel/2003/BL-USAJOBS.asp>  
(press release on new OPM job site)
- <http://www.state.gov/employment/>

Contains International and Bureau of Diplomatic Security Vacancy Announcements

## **CONSULAR AFFAIRS VACANCY LISTINGS**

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This site can only be accessed through the Department of State INTRANET web site <http://10.8.40.7/HRD/merits.htm>

*Jobs are updated every Monday. When looking at job announcements, make sure that you look at the “**Area of Consideration**”. Each civil service job announcement has a specific “area of consideration” which defines the applicant pool. EFMs with executive order eligibility qualify as “non-competitive eligibles”. FMAs qualify as “State Department employees”, but also need executive order eligibility in order to be hired quickly*

## **GOVERNMENT JOB OPENINGS**

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The jobs that are listed below in the Government Section of this newsletter require that you have non-competitive eligibility <http://www.state.gov/m/dghr/flo/rsracs/pubs/2093.htm> If you have a question regarding eligibility please click on the link above or contact our office and speak to our employment specialist 202.647.1076.

### **FAMILY LIAISON OFFICE**

Department of State

**Deputy Director, GS-13/14**

PD: 11.1.04

Title: Administrative Officer (Deputy Director) of the Family Liaison Office (M/DGHR/FLO), GM-341-13/14, 2-year limited appointment, excepted service, schedule a.

#### **Summary:**

The incumbent of this full time position is responsible to the Director and works closely with the Director in fulfilling the mandate of the Family Liaison Office which was created in 1978 to advocate for the interest of foreign service employees and families. The Administrative Officer serves as Deputy Director and acts on behalf of the Director in all capacities when the director is absent from the office.

#### **Major Duties:**

- A) Assists the Director as needed in the leadership and management operations of the office, including representing M/DGHR/FLO and the needs of foreign service families to the management of the Department of State and other USG agencies. Works with the Director to identify needed changes and initiatives in policy, regulations, and legislation to improve quality of life for foreign service employees and family members.
- B) Directly supervises five program officers, one program assistant and front desk receptionist.
- C) As Administrative Officer, prepares FLO's Bureau Program plan submission and monitors procurement and contractual arrangements with the Executive Office.
- D) Gathers information, prepares statistical data, drafts and edits numerous and varied communications

for FLO's on-line communications and website as well as correspondence, annual reports, memoranda, proposals, testimony, and talking points.

E) Oversees FLO's multimedia publications program in conjunction with the Publications Coordinator.

F) Ensures a high level of customer service to clients seeking information, guidance and referral; monitors and guides internal controls.

G) Addresses a variety of groups to inform individuals of services available and to explain the operations of the office.

H) Participates in orientation and training programs involving FLO and CLO activities.

I) Assists the Director in administering the FLO program including overseeing personnel staffing, budget, and information systems.

Qualifications and Ranking Factors: Applicant must be a U.S. citizen with six years of first-hand familiarity with the unique social, economic, spouse employment, educational, health needs and other issues of foreign service families, gained through living in foreign service communities abroad. Applicant must also be able to demonstrate the following:

A) Ability to supervise staff members, to develop and manage program activities, including budget and information systems;

B) Ability to conduct group discussions, present training modules, address audiences, and interact with officials of the foreign affairs agencies on all levels;

C) Editing, research, and writing experience which includes gathering, organizing and synthesizing large amounts of diverse information;

D) Ability to analyze and evaluate complex problems and to develop and implement complex solutions to them or to make appropriate recommendations to resolve them;

E) Ability to interpret and apply regulatory material;

F) Knowledge of the services and functions of the foreign affairs agencies.

### **How To Apply:**

Interested individuals may submit one of the following:

an Optional Application for Federal Employment (OF-612), an SF-171, a resume or any other written format (see important instructions for submitting a resume at the end of this announcement).

In addition, each candidate must submit a separate supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid), education or special training relates to those qualifications and ranking factors (see number 5 under Additional Information). Applications, which are incomplete or mailed in postage-paid government envelopes, will not be considered.

Send applications to Ms. Brenda Marshall, HR/EX, Room H-726, Department of State, Washington, D.C. 20520.

Applications may also be faxed to Ms. Marshall on (202) 663-2371. **The application must be received by close of business, Friday, November 12, 2004.** If there are any questions regarding this announcement, please call Faye Barnes, Director, M/DGHR/FLO, on (202) 647-1076. Overseas applicants may want to email, cable, or fax (202-647-1670) their intention to apply to Ms. Barnes.

### **Evaluation Method:**

Determination of basic eligibility and evaluation of the applicant's experience, education and training will be based solely on a review of the federal application or resume. It is imperative that the written information provided be in sufficient detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement. Competition for vacancies in the Family Liaison Office is very keen. Generally, only the top 3 to 5 best-qualified candidates will be referred for interview.

### **Additional Information.**

Please note that all positions in the Family Liaison Office are in the excepted service; neither previous government experience nor executive order eligibility is a prerequisite. However, candidates with government experience or eligibilities should document such experience to assist in proper evaluation of their application. Therefore:

- A) All current Federal employees and reinstatement eligibles must submit a current performance appraisal and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS 1812 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS 1812 may be submitted.)
- B) All non-competitive eligibles must submit proof of eligibility.
- C) All applicants claiming veterans' preference must provide proof of eligibility.
- D) All other applicants (non-status) must submit information identified above.
- E) All applicants must submit information that addresses the ranking factors (Qualifications) in this announcement.
- F) All applicants should submit SF-181, Race and National Origin Form (for statistical purposes only).

### **Privacy Act Information:**

The Office Of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of Sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of Title 5 of the United States Code. The information requested is needed to evaluate your qualifications. Other laws require inquiring about citizenship, military service, etc.

Information for those who wish to submit a resume: Please note that although neither the format nor a particular application form is specified, there is certain information that applicants must provide in order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a resume format is used, it must contain the following information for the applicant to be considered for the position.

### **Personal and Educational Information:**

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code;

2. Social security number;
3. Country of citizenship (most Federal jobs require U.S. citizenship);
4. Veterans' preference (proof of eligibility required);
5. Highest Federal civilian grade held, including series, beginning and ending dates;
6. Name, city and state of last high school attended and date of diploma or GED;
7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

**Work Experience and Other Qualifications:**

Applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including:

1. Job title (series and grade if Federal employment):
2. Duties and accomplishments;
3. Employer's name and address;
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor);
5. Starting and ending dates of employment (month and year);
6. Hours worked per week;
7. Salary;
8. Any other qualification, including: job-related training (title and date of course); skills (e.g., Languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications);
9. Early availability may be a factor;
10. Candidates may wish to include an email address.

**FAMILY LIAISON OFFICE**

Department of State

**Support Services Officer, GS-12**

PD: 11.1.04

Title: Support Services Officer, Family Liaison Office (M/DGHR/FLO), GS-12, full-time, 2-year limited appointment, excepted service, schedule A.

**Summary:**

The incumbent of this full-time position operates under the general direction of the Deputy Director of the Family Liaison Office and is responsible for developing and coordinating programs and support services for employees and family members in the following areas: evacuations from overseas posts; security-and crisis-related concerns; separated family members (death, divorce, other separations); and special projects designated by the Director.

**Major Duties:**

(A) In coordination with the regional bureau concerned, provides support services to employees and family members evacuated from overseas posts. Works with the post, the bureau and other affected agencies prior to an evacuation to prepare employees and family members for a sudden or planned departure from post. Initiates and maintains frequent

communication with evacuees and their family members throughout the crisis. Organizes briefings for evacuees by department offices as requested. Conducts training sessions on evacuation/evacuation preparedness at the Security Overseas Seminar, CLO Training and to other groups as required. Supervises and guides efforts of the evacuated post Community Liaison Office Coordinator working in FLO while on evacuation status.

(B) Researches policy issues surrounding evacuations and advocates changes in regulations and practice, both in Washington and at posts abroad, that will enhance management's services to evacuees and evacuated posts.

(C) Serves as the primary coordinating officer for all crisis and security related issues pertaining to family members living overseas and support issues for family members who have employees serving at unaccompanied posts and are on ISMA (Involuntary Separate Maintenance Allowance). Advises the M/DGHR/FLO Director on policy issues, works with the Bureau of Diplomatic Security, the Operations Center, Crisis Management Exercise Team and other offices to develop and implement training programs in these areas. Trains employees and family members in the Security Overseas Seminar and Regulations, Allowances and Finances; coordinates Crisis Management Training for CLO Coordinators. Monitors Homefront, a listserv for family members on ISMA.

(D) Interprets policy, advocates for, and provides referrals as necessary to employees and family members experiencing evacuations, divorce, death, hostage taking, or separate maintenance (voluntary or involuntary), and is responsible for collecting, analyzing, and translating regulations and benefits pertaining to separated family members in order to advise them on their rights and benefits vis-à-vis the Foreign Service.

(E) Develops and implements programs in other areas at the request of the Director.

**Qualifications (ranking factors):**

Must be a U.S. citizen and have a minimum of six years of experience which provided opportunity to gain and demonstrate:

(A) First-hand familiarity with special needs and problems of Foreign Service employees and family members primarily gained through having lived in Foreign Service communities abroad.

(B) Ability to provide guidance to individuals in crisis.

(C) Ability to develop and manage program activities.

(D) Ability to analyze and evaluate problems, to develop and implement solutions to them, and to interpret and apply appropriate regulatory material.

(E) Editing, research, and writing experience which includes gathering, organizing, and synthesizing large amounts of regulatory material.

(F) Ability to design and deliver adult training, conduct group discussions, address audiences, and interact with officials of the foreign and civil service agencies on all levels.

Computer literacy and skills with data based programs are also essential. Training will be available.

**How To Apply:**

Interested individuals may submit one of the following: an Optional Application for Federal Employment (OF-612), an SF-171, a resume or any other written format (see important instructions for submitting a resume at the end of this announcement).

In addition, each candidate must submit a separate supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid), education or special training relates to those qualifications and ranking factors (see number 5 under Additional Information). Applications, which are incomplete or mailed in postage-paid government envelopes, will not be considered.

Send applications to Ms. Brenda Marshall, HR/EX, Room H-726, and Department of State, Washington, D.C. 20520. Applications may also be faxed to Ms. Marshall on (202) 663-2371. **The application must be received by close of business, Friday, November 5, 2004.** If there are any questions regarding this announcement, please call Faye Barnes, Director, M/DGHR/FLO, on (202) 647-1076. Overseas applicants may want to email, cable, or fax (202-647-1670) their intention to apply to Ms. Barnes.

**Evaluation Method:**

Determination of basic eligibility and evaluation of the applicant's experience, education and training will be based solely on a review of the federal application or resume. It is imperative that the written information provided be in sufficient detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement. Competition for vacancies in the Family Liaison Office is very keen. Generally, only the top 3 to 5 best-qualified candidates will be referred for interview.

**Additional Information.**

Please note that all positions in the Family Liaison Office are in the excepted service; neither previous government experience nor executive order eligibility is a prerequisite. However, candidates with government experience or eligibilities should document such experience to assist in proper evaluation of their application. Therefore:

- A) All current Federal employees and reinstatement eligibles must submit a current performance appraisal and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS 1812 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS 1812 may be submitted.)
- B) All non-competitive eligibles must submit proof of eligibility.
- C) All applicants claiming veterans' preference must provide proof of eligibility.
- D) All other applicants (non-status) must submit information identified above.
- E) All applicants must submit information that addresses the ranking factors (Qualifications) in this announcement.

F) All applicants should submit SF-181, Race and National Origin Form (for statistical purposes only).

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**Information for those who wish to submit a resume:**

Please note that although neither the format nor a particular application form is specified, there is certain information that applicants must provide in order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a resume format is used, it must contain the following information for the applicant to be considered for the position.

**Personal and Educational Information:**

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code;
2. Social security number;
3. Country of citizenship (most Federal jobs require U.S. citizenship);
4. Veterans' preference (proof of eligibility required);
5. Highest Federal civilian grade held, including series, beginning and ending dates;
6. Name, city and state of last high school attended and date of diploma or GED;
7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

**Work Experience and Other Qualifications:**

Applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including:

1. Job title (series and grade if Federal employment);
2. Duties and accomplishments;
3. Employer's name and address;
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor);
5. Starting and ending dates of employment (month and year);
6. Hours worked per week;
7. Salary;
8. Any other qualification, including: job-related training (title and date of course); skills (e.g., Languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications);
9. Early availability may be a factor;
10. Candidates may wish to include an email address.

**OFFICE of TRAINING and PERFORMANCE SUPPORT**

Security and Law Enforcement Training Division, Diplomatic Security

**Secretary, GS-7 (part-time)**

PD: 11.1.04

This position is located in the Office of Training and Performance Support, Security and Law Enforcement Training Division duties include: Performs work of a general clerical, secretarial, or office support nature and/or provides direct support of an administrative area or technical program. Coordinates administrative processes related to the operation of the assigned office, such as personnel supply, and/or budget processes. Performs secretarial duties in support of an individual, and in some cases, the subordinate staff of that individual as well, by performing general office work auxiliary to the work of the organization. For more information contact Veronica Robinson at 571.345.3772 or [RobinsonV2@state.gov](mailto:RobinsonV2@state.gov)

Please fax all applications to 571.345.3782

**M/DGHR/OCA**

**Program Assistant, GS-07/08**

PD: 11.1.04

**Provides administrative assistance to the Office of Casualty Assistance. Applicants should possess good computer skills. For a detailed description, please contact Kendall Montgomery as indicated.**

Contact Person: Kendall Montgomery, Office Director

Contact Email or Phone: [MontgomeryKB@state.gov](mailto:MontgomeryKB@state.gov) (202) 647-7585

Closing Date (if available): November 5, 2004 (may be extended)

Clearance Required (Secret, TS): Minimum Secret, TS preferred

Non-Competitive, LWOP, INWS required (yes or no): Yes

**OFFICE of the EXECUTIVE DIRECTOR, OFFICE OF THE LEGAL ADVISER (L/EX)**

**OFFICE of the ASSISTANT LEGAL ADVISER for CONSULAR AFFAIRS (L/CA)**

**Secretary (OA), GS-0318-8 (2 positions)**

PD: 11.1.04

Legal has two **immediate** vacancies for secretaries to work for the Director of an Office. One is located in the Office of the Executive Director in the Office of the Legal Adviser (L/EX). The other is located in the Office of the Assistant Legal Adviser for Consular Affairs (L/CA). We also will have a vacancy in January of 2005 in the Office of the Assistant Legal Adviser for Oceans, Environmental, and Scientific Affairs (L/OES)

## Major Duties

- Receive visitors and telephone calls
- Maintains the calendar and schedules activities of the Director
- Controls all correspondence in the Office; types letters, reports, memoranda, reviewing for conformance with policy and regulations, as well as format and grammar
- Provides information and advice on status of cases or work in progress
- Composes non-technical correspondence
- Supports and manages administrative and clerical functions of the office

## Knowledge Required

- Knowledge and skill in standard office equipment such as word processing, copiers, fax machines
- A qualified typist is required

**Clearance Level:** At least a SECRET clearance is required

For more information contact Mary Reddy, [ReddyMT@state.gov](mailto:ReddyMT@state.gov)

## BUREAU OF POPULATION, REFUGEES & MIGRATION (PRM)

### Program Assistant, GS-5/6/7

PD 11.01.04

**Title:** Program Assistant (2 positions)  
**Office:** PRM  
**Opening:** open until filled  
**Contact:** Evelyn Whitaker  
**Tel:** 202-663-1011  
**Fax:** 202-663-3719  
**Email:** WhitakerEE@state.gov

The Department of State's PRM bureau supports organizations that protect and assist refugees, administers the U.S. refugee admissions program, promotes orderly and humane migration policies worldwide and coordinates USG policy on population issues. Persons interested in humanitarian issues would obtain first-hand experience in PRM.

The Program Assistant is a key team member for the office and is responsible for time and attendance, travel support and clerical functions. Qualified candidates must be able to multi-task and work well under pressure. Prior work experience and excellent computer skills are

desired. Candidates should have non-competitive eligibility, preferably be in INWS or LWOP and have a security clearance.

Interested candidates should contact and/or fax resumes to Evelyn Whitaker, PRM/EX. Telephone: 202-663-1011; Fax: 202-663-3719; email: [WhitakerEE@state.gov](mailto:WhitakerEE@state.gov)

## **GOVERNMENT JOB OPENINGS OPEN TO ALL SOURCES**

(OPEN TO ALL US CITIZENS)

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*Check the website of OPM regularly. You can search by location, Department, profession, and salary range*

ADVERTISED THROUGH OFFICE OF PERSONNEL MANAGEMENT (OPM)

[www.usajobs.opm.gov](http://www.usajobs.opm.gov)

- You can access a copy of the full job opening announcement (including instructions on how to apply) on the internet at [www.usajobs.opm.gov](http://www.usajobs.opm.gov), or on the DOS' intranet at: <http://hrweb.hr.state.gov/cf/vacancies/templates/public/vaclist.cfm>
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## **CONTRACT AND PRIVATE SECTOR JOB OPENINGS**

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### **Contract work for FS Family members who are in INWS status & FMA**

If family members, who are in INWS (Intermittent No Work Scheduled), accept a (third-party) contract for government work, the family member may be required to resign from the Family Member Appointment.

It would not affect family member's non-competitive appointment eligibility, if this has been earned overseas in an FMA (EOE 12721). When considering accepting contract work, it is advisable to check first with the DOS office of HR/Overseas Employment to find out if this would affect your INWS. Contact FLO with your specific request

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

### **FAMILY LIAISON OFFICE**

#### **Contract Position – Writer/Editor**

PD 11.01.04

EMPLOYMENT OPPORTUNITY: Contract Position

#### **Short-term Project for the Family Liaison Office:**

*Writer/Editor to produce a publication titled, [Retirement Considerations for Self-Employed Foreign Service Spouses](#)*

This publication will serve as a reference guide with essential retirement considerations for self-employed or overseas contract-hired Foreign Service spouses. The writer/editor will create a publication including a preface, table of contents, and text. Excellent written communication skills and PC skills required. Strong researching, proofreading, and editing skills a must. Background in a financial-related field a plus.

To view the complete Statement of Work on the FLO website, go to <http://www.state.gov/m/dghr/flo/>

## **HOW TO APPLY:**

1. Respondents must provide a technical response and a cost proposal under separate cover.
2. Responses must be submitted and received by cob December 3, 2004.
3. Responses must be submitted via email to Emnet Reta ([ereta@chugach-dc.com](mailto:ereta@chugach-dc.com)), fax no. 703-413-8889 or Mailing address 1235 South Clark Street, Suite 200, Crystal Gateway 1, Arlington, VA 22202.)
4. Within the technical proposal the respondents must provide evidence that they have technical expertise and experience in the subject of the Statement of Work and a summary of how the respondent intends to prepare the report.
5. Technical response must specifically reference prior research and writing activities, including a writing sample.
6. Proposal must provide a timeline for the following deliverables:
  - Identification of research materials
  - Outline of publication
  - First Draft
  - Second Draft
  - Final Draft
7. All written material must be written in a word processing language compatible with Microsoft Word.
8. Cost proposal must be sent separately from the technical proposal. If mailed, the cost proposal should be in a sealed envelope within the package containing the technical proposal, if email or faxed the cost proposal should be sent separately from the transmitted technical proposal.
9. Due to the nature of the assignment it is anticipated that the selected candidate will be compensated upon completion of the respective assignment. The cost proposal must reflect the total costs to be incurred by the respondent including, but not limited to, labor, materials and all other expenses.

## **FAMILY LIAISON OFFICE**

### **Contract Position – Writer/Editor**

PD 11.01.04

Contract Position: Short-term Project for the Family Liaison Office  
*Writer/Editor to produce a publication entitled, [Important Considerations for Foreign Service Spouses Contemplating Entrepreneur Business Activities](#)*

This publication will serve as a reference guide for Foreign Service spouses contemplating business entrepreneurship. The writer/editor will create a publication addressing requirements in the statement of work. The publication will include a preface, table of contents, and text that features answers to frequently asked questions relating to Foreign Service spouses and small business start up. FAQs will be provided. Must have excellent written communication and PC skills and knowledge of the Foreign Service lifestyle. Researching, proofreading, and strong editing skills a must.

To view the complete Statement of Work on the FLO website, go to  
<http://www.state.gov/m/dghr/flo/>

#### **HOW TO APPLY:**

1. Respondents must provide a technical response and a cost proposal under separate cover.
2. Responses must be submitted and received by cob December 3, 2004.
3. Responses must be submitted via email to Emnet Reta ([ereta@chugach-dc.com](mailto:ereta@chugach-dc.com), fax no. 703-413-8889 or Mailing address 1235 South Clark Street, Suite 200, Crystal Gateway 1, Arlington, VA 22202.)
4. Within the technical proposal the respondents must provide evidence that they have technical expertise and experience in the subject of the Statement of Work and a summary of how the respondent intends to prepare the report.
5. Technical response must specifically reference prior research and writing activities, including a writing sample.
6. Proposal must provide a timeline for the following deliverables:
  - Identification of research materials
  - Outline of publication
  - First Draft
  - Second Draft
  - Final Draft
7. All written material must be written in a word processing language compatible with Microsoft Word.
8. Cost proposal must be sent separately from the technical proposal. If mailed, the cost proposal should be in a sealed envelope within the package containing the technical proposal, if email or faxed the cost proposal should be sent separately from the transmitted technical proposal.
9. Due to the nature of the assignment it is anticipated that the selected candidate will be compensated upon completion of the respective assignment. The cost proposal must reflect the total costs to be incurred

by the respondent including, but not limited to, labor, materials and all other expenses.

## **THE INTERNATIONAL START SECRETARIAT**

### **Program Officer**

PD 11.01.04

Immediate opening for a Program Officer to assist in the development and implementation of START's regional research activities and capacity building in developing countries. Responsibilities include program coordination; writing and editing reports; proposal preparation; project implementation and administration; and organization of regional seminars and workshops.

#### **Additional Qualifications:**

Applicants should have an advanced degree in a field related to global environmental change. Excellent communication skills, both oral and written are needed. Must be well organized, results oriented, and a self-starter with the ability to be a team player in a small office environment. This position involves occasional overseas travel.

#### **How to Apply:**

Applicants should submit a letter of interest and resume, including the names and contact information of three references and salary history as soon as possible.

#### **Address applications to:**

Roland J. Fuchs, Director  
The International START Secretariat  
Suite 200, 2000 Florida Avenue, NW  
Washington, DC 20009  
Fax: (202) 457-5859  
Email: [rfuchs@agu.org](mailto:rfuchs@agu.org)  
Equal Opportunity Employer

## **WORLD RELIEF**

### **International Operations Officer**

PD 11.01.04

International Operations Officer  
World Relief  
Location: Baltimore, MD, USA  
Last Date: November 30, 2004

#### **Principal Responsibilities:**

Ensure that the field offices are adequately supported. Facilitate the development and completion of various projects for International Operations. Deputize for the Vice President in his/her absence, and in specified areas of responsibility, within established parameters. Maintain healthy inter-departmental relationships that promote understanding, transparency and cooperation.

### **Other Responsibilities (Not prioritized)**

- Communications: Ensuring that communications to and from the field and the Operations Office are responded to timely and to an acceptable standard.
- Inter-departmental coordination & relationships: Ensure that there is adequate liaison and coordination of the many Baltimore Operations activities, decisions, policies and strategies that affect or include other departments.
- Budgets: Coordinate the development and maintenance of central and field budgets. Working with Finance and the field offices, ensure appropriate monthly financial performance against budget reports are produced that serve the Operations and Field directors and managers
- Field Policies and Procedures: Ensure the development of new, or adaptation of existing, policies and procedures for each field office that cover those matters not covered, or not appropriately covered, by the International Policy Manual.
- General Support of Field Offices: Provide appropriate support to field offices at their request.
- Support of the Vice President, International Operations: Support the VP in daily operations and stand in for the VP at his/her request, operating within established parameters.
- Projects: Working with the VP IO and the field directors, develop and implement one-time and ongoing projects (See separate list of current or pending projects.)

### **Qualifications:**

- Master's degree (or equivalent) in related field from accredited college or university.
- At least 7 years of successful, related work experience in similar environments to World Relief including high-level business administration and financial management.
- Personal commitment to the mission of World Relief.
- Demonstrated analytical and organizational skills.
- Demonstrated task and project implementation & completion track record.
- Demonstrated ability to prepare and analyze budgets.
- Good writing and communication skills
- \* Minimum two years international two-third world experience
- \* Willing and able to travel, 3 trips/year.

Apply at [www.worldrelief.org](http://www.worldrelief.org)

### **AFSA**

#### **Elderhostel Program Director (PT Contract Position)**

PD 11.01.04

AFSA has a part-time flexible contract position ideal for retired Foreign Service or spouse. The Elderhostel Program Director is responsible for the planning, administration and conduct of AFSA's one week Elderhostel programs held in the spring and fall each year. Each spring and fall AFSA sponsors 1-3 weeks of courses on a variety Foreign Service and foreign policy related topics.

The courses are presented by retired Foreign Service speakers under the direction of a course chairman. The Program Director helps select the course chairman and work with them to select and schedule speakers. The

Program Director serves as liaison with the Elderhostel organization and is responsible for oversight of course registration, hotel arrangements, planning of field trips (State Department, FSI, Embassy etc.) and on site coordination of the courses. In addition to the local Washington DC area programs the Program Director will provide guidance to other Foreign Service retiree groups around the country providing similar Edlerhostel programs.

The contract has a base of \$10,000 annually with the opportunity for additional income based on enrollment and number of courses.

Interested candidates should e-mail a cover letter and resume to [jobs@afsa.org](mailto:jobs@afsa.org)

## **MCLEAN FURNITURE**

### **Various Positions**

PD 11.01.04

### **Marketing and Sales – Upper Level and Management Level**

This position is at the “front-end” of the business; looking for individuals who enjoy speaking with people; have an interest in homes and decorating; and pay attention to detail. Ability to deal with customers and to learn our product offerings quickly. Flexible hours, full and part-time positions available. Must work weekends (Saturday and Sunday). Individuals with a marketing background or interest in sales, should apply. Greet walk-in customers; understand home furnishings requirements; introduce product lines and options, etc. Supervisory skills are necessary in this position.

The second aspect of this position deals with involvement in marketing and advertising in the Washington, DC area. The Gallery is opening a 40,000 sq ft location in November 2004; the individual would support different marketing drives as the Gallery will be holding major sales events.

For Management level positions, please contact Amina Khan at [amo@mcleanfurniture.com](mailto:amo@mcleanfurniture.com)  
Please visit [www.mcleanfurniture.com](http://www.mcleanfurniture.com)

### **Design Enthusiasts**

This is a wonderful opportunity for interior design enthusiasts or creative individuals with an interest in home furnishings. Work in an upscale furnishings center and have the chance to work on specific projects for large residential and corporate clients. Design draperies; living rooms; dining rooms and boardrooms.

Part of this position involves the “front end” of the business, namely, speaking with walk-in customers, understanding family requirements, and developing an in-depth knowledge of the product lines available. We have over 150 product line to choose from. The individual will learn the important aspects of different lines, from a pricing and quality standpoint.

Please visit: [www.mcleanfurniture.com](http://www.mcleanfurniture.com)

### **Administrative Assistant**

Seeking a qualified, proficient and detail-oriented individual, weekday's only. Manage President of Company's calendar, events, correspondence, paperwork, and faxes. Must be able to write well. Word skills required.

For More Information, Please Contact:

Amina Khan

Director

(202) 415-4566

[amo@mcleanfurniture.com](mailto:amo@mcleanfurniture.com)

**SMYTH FIVESON CO.**

**Human Resources Generalist – DC – Temp –to-hire**

PD 11.01.04

8513 Irvington Ave., Bethesda, MD 20817

Fax (301) 530-7557 (301) 493-6600

[www.SmythFivenson.com](http://www.SmythFivenson.com)

Provide HR Generalist support for this international organization in compensation, recruiting, or some combination of compensation or recruiting. The client is reorganizing their HR operations and open to consider various options to meet the needs of the organization.

Minimum of five years of related work experience, preferably some experience working in an international setting. Additional experience in benefits a plus.

Call 301-493-6600, or contact us at [recruiter@SmythFivenson.com](mailto:recruiter@SmythFivenson.com) or visit our web site at

[www.SmythFivenson.com](http://www.SmythFivenson.com)

**BUREAU OF NONPROLIFERATION (NP/ECC)**

**OFFICE OF EXPORT CONTROL COOPERATION**

**Program Management – Personal Service Contract (PSC)**

PD 11.01.04

The Office of Export Control Cooperation, Bureau of Nonproliferation (NP/ECC) is seeking resumes of individuals with program management and administrative skills for a personal services contractor (PSC) position in Washington, D.C. Some overseas travel is possible. Primary duties would be programmatic - BPP, PART, financial accounting, database, cables and report writing, etc. Some contract related experience would also be useful. Salary would be commensurate with experience and skill levels (roughly \$85K - \$110K per year). A statement of work is attached.

Contact Larry Springer @ 202-647-0709 or e-mail resumes to [springerlt@state.gov](mailto:springerlt@state.gov)

**Background:** This requirement is to support the Office of Export Control Cooperation (NP/ECC), Bureau of Nonproliferation, as a personal services contractor (PSC) reporting to the Deputy Director of NP/ECC. The position is to be funded from Export Control and

Related Border Security Assistance (EXBS) program funds from the Nonproliferation, Anti-terrorism, Demining and Related Programs (NADR) account.

**Particulars:**

I. Incumbent supports NP/ECC operations by taking responsibility for tasks related to EXBS program and NP/ECC strategic planning, performance measurement, proposed funding allocations, input from other agencies, Congressional reporting requirements, and other activities as requested. Specific projects in these areas include but are not limited to:

- \* The Bureau Performance Plan (BPP)
- \* The Congressional Budget Justification (CBJ)
- \* The Program Assessment Rating Tool (PART)
- \* Omnibus cables of planned EXBS program activities
- \* Interagency Model Country Plan (linked to the revised export control system rating tool)
- \* Action Memoranda and Notifications to Congress of recommended funding allocations
- \* Maintenance of a spreadsheet of planned and approved activities
- \* Annual Report on Assistance to the NIS
- \* Annual Report on Nonproliferation Technology Acquisition Programs for Friendly Foreign Countries
- \* EXBS Program Advisor related administration/oversight, including ICASS, travel, recruitment, and program budgeting

**II. Additional Requirements:**

- \* Employee shall be required to have a State Department security clearance of Secret
- \* Employee shall be required to have a State Department approved medical clearance (for travel abroad)

**Deliverables:**

- \* Written review of all USG agency quarterly budget execution reports
- \* Quarterly review and written input into the Program Assessment Rating Tool (PART) report to RM
- \* Coordination of all written input to the annual NIS Assistance Report tasked by EUR/ACE to all USG entities providing Foreign Assistance to the NIS countries
- \* Coordination and written input for NP/ECC to the Bureau
- \* Coordination and written input for NP/ECC to the annual EXBS Budget Justification as part of State's submission for the Foreign Ops budget to Congress
- \* Other key reports as required

III. Government Estimate. The PSC shall be paid in a range equivalent to the GS 13 or 14, depending on experience and appropriate skills.

**SMITHSONIAN'S NATIONAL MUSEUM OF NATURAL HISTORY**

**Volunteers**

PD 11.01.04

The Smithsonian's National Museum of Natural History is recruiting volunteer docents to conduct tours, provide information to visitors in exhibit halls and interact with visitors in the museum's Discovery Room, Insect Zoo and Leesburg Naturalist Center.

Docents, who will receive orientation and training from scientists and educators, may serve as few as two hours per week or on weekends. The positions are open to those 16 and older.

For information, go to [www.mnh.si.edu/education](http://www.mnh.si.edu/education) and click on "volunteer opportunities" or call Magda Schremp at 202-633-1080.

## **FOREIGN SERVICE INSTITUTE**

### **Trainers for the FSI Security Overseas Seminar (SOS)**

PD 11.01.04

Trainers Needed for the FSI Security Overseas Seminar (SOS)

The Security Overseas Seminar needs security professionals with overseas experience to train government employees and their families as well as employees of government contractors. These trainers/presenters provide approximately 50 presentations on these topics at the Shultz Center in Arlington, VA throughout a fiscal year. Presentations must be current and relevant to overseas work.

#### **Requirements:**

- Professional security experience overseas with a U.S. government foreign affairs agency or Department of Defense
- Professional experience in training civilian personal on personal security awareness, hostage survival, and crisis management.
- Good oral presentation and training skills; ability to create and use PowerPoint and other audio-visual aids.
- Excellent research skills to keep abreast of recent trends and events in the field.

If you are interested, please contact Kathe Conrad at telephone 703 302-7271 or e-mail [conradkd@state.gov](mailto:conradkd@state.gov)

## **WASHINGTON COLLEGE**

### **International Student Advisor**

Chestertown, Maryland

PD 11.01.04

Washington College is seeking applications for a full-time International Student Advisor. The International Student Advisor serves as Designated School Official/Alternate Responsible Officer ensuring compliance with F1 and J1 visa regulations and procedures as they apply to international students and faculty scholars; provides a full range of services for international students, and collaborates with the Administrator of the Office of International Programs in the development and implementation of programs and services in support of exchange and matriculated international students.

**Qualifications:** Bachelor's degree; experience working with SEVIS and/or international students preferred; excellent written, oral interpersonal and organizational skills required.

Qualified candidates should send a letter of application, resume, and three listed professional references to: Judy Chaitoff, Director of Human Resources, 300 Washington Avenue,

Chestertown, MD 21620. Review of applications will begin immediately and continue until position is filled. Washington College is an Equal Opportunity Employer and encourages applications from women and members of minority groups.

**WORLD WILDLIFE FUND UNITED STATES**

**Senior Congressional Aid Agency Liaison**

Washington, DC

PD 11.01.04

Education: Master (MA, MSW, etc.)

**Last day to apply: November 22, 2004**

**Job Description:**

World Wildlife Fund (WWF), the global conservation organization leading international efforts for a living planet, seeks a Senior Program Officer for U.S. Government Aid Agency Liaison. The candidate will develop and implement strategies designed to promote biodiversity policies and explore funding opportunities for WWF with emphasis on USAID.

**Requirements:**

Interested candidate should possess a Master's degree in project management, non-profit administration, or related areas. Close familiarity with USAID or other U.S. aid agencies is essential. At least five years of experience in international conservation and sustainable development required.

AA/EOE Women and minorities are encouraged to apply. To apply, please visit <http://www.worldwildlife.org/about/jobs.cfm> or send cover letter and resume by fax to (202) 293-9211, or by mail to World Wildlife Fund, Human Resources Dept. # 1250 24th Street, NW, Washington, DC 20037. NO TELEPHONE INQUIRIES, PLEASE.

For more info about WWF: [www.worldwildlife.org](http://www.worldwildlife.org)

**HARLAN LEE & ASSOCIATES (HLA)**

**DHS Watch Stander Position**

Washington, DC

PD 11.01.04

Government contractor Harlan Lee & Associates (HLA) is currently screening candidates for a position at the Department of Homeland Security (DHS) to provide watch standing services at the DHS Operations Center, similar to watch standing duties at the State Department's INR Watch. All applicants must be able to obtain a Top Secret/SCI clearance to be considered for employment. One middle level position is currently available. Please contact Harlan Lee (retired FSO) at [hlee@hlassociates.com](mailto:hlee@hlassociates.com) for more information.

## **UNITED NATIONS FOUNDATION**

### **Grants Administration Manager Position Description**

PD 11.01.04

#### **The Organization**

<http://www.unfoundation.org>

Established by R.E. (Ted) Turner in 1998, the United Nations Foundation (UNF) promotes a more peaceful, prosperous, and just world through the support of the United Nations and its Charter.

Through grant making, and by building innovative public-private partnerships, the Foundation acts to meet the most pressing health, humanitarian, socioeconomic, and environmental challenges of the 21st century. UNF's programmatic priorities include children's health, women and population, the environment, and peace, security, and human rights.

#### **Responsibilities**

The Grants Administration Manager reports to UNF's Vice President of Finance and has review responsibility for all grants administration work products. The grants portfolio currently contains 481 grants with a payable value of \$482 million.

- Manage the maintenance of UNF's grants database, Gifts for Windows, including timely and accurate recording of new grants, disbursements, extensions, and closeouts. Ensure proper file documentation for all transactions.
- Provide final review of grant disbursement requests for reasonableness and appropriate documentation.
- Collaborate with the VP Finance, UNF program officers, UN staff members, and others to develop procedures and reports to expedite the grants disbursement process.
- Prepare monthly and ad hoc management reports and analyses on the grants portfolio.
- Support the development of grants dockets for Board of Directors meetings with portfolio analyses and document preparation.
- Oversee the monthly reconciliation of Gifts to UNF's contributions accounting system, Raisers' Edger; UNF's general ledger, Financial Edge; and to the UN's accounting records.
- Prepare a quarterly forecast of anticipated grants disbursements.
- Develop a comprehensive understanding of UNF's grantmaking policies and procedures; grant-related regulatory, tax, and legal requirements; program frameworks; and details of the existing grants portfolio.
- Prepare and provide grants-related schedules and information for the external audit.

- In conjunction with the VP Finance and the Controller, ensure that UNF has an adequate system of internal controls.
- Develop full operating and reporting knowledge of Gifts for Windows in order to maximize the effective and efficient use of the system in managing the Finance function and the organization.
- Provide training and support as necessary for stakeholders to understand internal controls, processes and procedures, and grant administration's work products.
- Ensure excellent customer service by providing timely, accurate, and relevant information to stakeholders as needed.

Lead and manage the grants administration team (two direct reports). Help team members understand how their work supports the accomplishment of UNF's objectives. Establish individual goals and performance standards. Provide formal and informal performance feedback. Identify and provide relevant training and development opportunities.

### **Selection Criteria**

Previous experience managing or auditing financial databases, including the abilities to ensure the timeliness, accuracy, and completeness of data, and the ability to fully use a system's reporting capabilities.

Strong analytical skills coupled with expert level Excel skills and the ability to self-review for reasonableness and accuracy.

Strong interpersonal skills including the desire and ability to work firmly, graciously, and effectively with non-financial stakeholders on a daily basis on a variety of issues.

Ability to plan and manage the work of self and team members.

Knowledge of fundraising and grant making cycles and the systems, policies, procedures, reporting, communications, and documentation needed to manage a large grants portfolio. Working knowledge of OMB Circulars 110, 122, and 123 a significant plus.

Initiative, problem-solving skills, and the ability to identify and implement best practices.

Completion of fundamental college-level accounting coursework, the ability to analyze accounts, and the ability to reconcile and resolve differences between systems.

Intellectual curiosity and the desire and ability to develop new knowledge, skills, and abilities in self and team members.

Willingness to work "hands on" as a cooperative and collaborative member of the Finance and UNF teams.

A bachelor's or master's degree in a relevant field of study.

## **Location**

UNF is located at 1225 Connecticut Avenue, Suite 400 in Washington D.C. (Metro: Dupont Circle).

## **Compensation & Benefits**

A hiring salary range of \$60,000 to \$80,000 is most likely.

UNF pays 100% of medical, dental, vision, life and disability insurance premiums for its employees and 75% of medical and vision for employees' dependents.

In addition, UNF provides 20 days of paid vacation per year, 12 paid holidays, an immediately vested 150% matching 403(b) contribution up to a limit of six-percent of employee pay, Metro Pass benefits, and flexible spending accounts for health and dependent care.

## **To Apply**

Please e-mail your Microsoft Word resume to Donna Svei, Executive Search Consultant, at [donnasvei@cox-internet.com](mailto:donnasvei@cox-internet.com)

Alternatively, please paste your non-MS Word resume into the text of an e-mail and send it as noted above.

*UNF/BWF is an AA/EEO employer. We encourage people of diverse backgrounds to apply.*

## **THE FOREIGN POLICY ASSOCIATION (FPA)**

### **Various Openings**

PD 11.01.04

The Foreign Policy Association (FPA) is a non-profit organization dedicated to inspiring the American public to learn more about the world. Founded in 1918, FPA provides independent publications, programs and forums to increase public awareness of, and foster popular participation in, matters relating to those policy issues. The Association also has a free weekly online update on worldwide vacancies, including positions in Washington D.C. Those interested can sign up directly on its website.

[http://www.fpa.org/jobs\\_contact2423/jobs\\_contact.htm](http://www.fpa.org/jobs_contact2423/jobs_contact.htm)

## **BUREAU OF ADMINISTRATION**

### **WAE Positions**

PD 11.01.04

Assists the Dispatch Agency staff with transportation related duties that include:

- Data input
- Preparing shipping and customs documents
- Messenger duties
- Booking shipments
- Tracking shipments

- Communications with carriers, vendors, and overseas posts
- Matching receipts with purchase orders
- Tallying freight volumes for packing and consolidation
- Preparing customer reports

The duty locations are Brownsville, TX; Seattle, WA; Miami, FL; Baltimore, MD; and Iselin, NJ

The POC is Steve Hartman 703-875-4585 and Robert Lower 703-875-6399.

## **OPPORTUNITIES IN PUBLIC AFFAIRS**

### **Various Job Opportunities**

PD 11.01.04

Great list of public affairs openings in the Washington, D.C. area. Jobs are listed by functional area - public relations & media jobs, jobs on Capitol Hill, etc.

<http://www.opajobs.com>

## **THE SPY MUSEUM**

### **Full-time and Part-time positions available**

PD 11.01.04

The Spy Museum has part-time and full-time positions available, with flexible schedules including evenings and weekends, for an array of Visitor Service duties. Your assignment, should you choose to accept it, will be to use your exceptional customer service and interpersonal skills in a team environment. Credentials: A minimum of six months' previous box office, customer and/or visitor services experience. Mandatory criminal background check, credit check, and drug test. [www.spymuseum.org](http://www.spymuseum.org)

Those interested should email a resume to [humanresources@spymuseum.org](mailto:humanresources@spymuseum.org) or fax it to 202-393-7797 or mail to Human Resources, The International Spy Museum, 800 F Street NW, Washington, DC 20004.

## **STRATEGIC STAFFING INC**

### **Nationwide Job Assignments**

PD 11.01.04

**Strategic Staffing, Inc.** (SSI) provides long term contract support to the Federal government and private sector, specializing in clerical, administrative, accounting, technical, and professional fields. SSI offers highly competitive compensation packages that include health insurance and 401(k). SSI has nationwide job assignments. If you are interested, please send your resume for to SSI. You can make an appointment and register to become an employee with SSI. For more information, visit [www.ssistaff.com](http://www.ssistaff.com).

Contact: Roxanne James – [rjames@ssistaff.com](mailto:rjames@ssistaff.com) or

Susan D. Phin – [sphin@sstaff.com](mailto:sphin@sstaff.com)

Strategic Staffing, Inc.  
1420 King Street, suite 500  
Alexandria, VA 22314  
P: 703-739-8898 X121  
F: 703-837-0942  
[sphin@ssistaff.com](mailto:sphin@ssistaff.com)

## **COMPANY JOB VACANCY WEB SITES**

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### **INTERNATIONAL STAFFING CONSULTANTS, INC.**

Employer-Paid Global Staffing Since 1979  
Irvine, CA 92614  
<http://www.iscworld.com>

### **TOP CONSULTANT**

Global Opportunities in Consulting  
<http://www.top-consultant.com/US/career/appointments.asp>

### **MAN TECH INTERNATIONAL CORPORATION**

Fairfax, VA  
<http://www.mantech.com/employment/employment.htm>

### **OMNIPLEX World Services Corporation**

Chantilly, VA  
<http://www.omniplex.com>

### **ESL EMPLOYMENT WEB SITE**

<http://www.eslemployment.com>

*Search for the latest teaching jobs and career opportunities abroad in the field of ESL / EFL.  
Web site includes job opportunities by Region!*

### **UNIVERSITY OF MARYLAND AT COLLEGE PARK**

The Personnel Services Office is pleased to bring you the Job Vacancy Announcement in electronic format. Click on the link <http://www.personnel.umd.edu/epostinglist/umjobs.pdf> to view the current job openings on campus. In order to open it you will need the Adobe Acrobat Reader. If you do not already have the Adobe Acrobat Reader, click on the link <http://www.personnel.umd.edu/Orgdev/adobeinstruction.html> This will install it on your computer. Once Adobe is loaded, click on the link to the Vacancy Announcement.

### **MILITARY HIRE**

The MilitaryHire Newsletter for October 2003 is now available online at <http://www.militaryhire.com/newsletter/candidate.htm> It includes an update on the services MilitaryHire offers to military veteran job seekers and information on companies currently hiring veterans.

## **U.S. INVESTIGATIONS SERVICES**

<http://www.usis.com>

## **DEVELMENT EX**

<http://www.developmentex.com> is an excellent source of job information particularly those looking for opportunities in the international development arena. The site allows subscribers to post their resumes for free and provides periodic updates on job announcements.

## **INTERNATIONAL CAREER EMPLOYMENT WEEKLY**

- <http://www.internationaljobs.org>
- Telephone: 434-985-6444
- Weekly newspaper has 500+ job vacancies. Jobs are listed by function - international development and assistance; international understanding, education, communication, exchange; etc. Includes some jobs in U.S
- You can check out some ads for free on the website, but, to see all, you must subscribe. 6 weeks costs \$26, 3 months costs \$46, and so on. Subscription includes e-mail notifications.

## **INTERNATIONAL EMPLOYMENT GAZETTE**

- <http://www.intemployment.com>
- Telephone: 800-882-9188
- Hundreds of international jobs; organized by region with functional sub-headings. A job as Grants/Contracts Officer for IntraHealth International in God's Country (aka North Carolina) caught my eye!
- 26 hard copy newspapers published each year. Cost is \$40 for 3 months, \$75 for 6 months, etc.
- Website updated every business day. Cost is \$19.95 for 1 month, \$39.95 for 3 months, etc.

## **OPPORTUNITIES IN PUBLIC AFFAIRS**

<http://www.opajobs.com>

Telephone: 301-571-0102

Hard copy newsletter published twice monthly. Some vacancies accessible on website for free, but subscription for 200+ vacancies costs \$29 for 2 months, \$49 for 4 months, and \$69 for a year

## **THE NON PROFIT TIMES**

<http://www.NPTIMES.com> and <http://www.nptjobs.com>

Fax 973-394-2888

Subscription to the NPT newspaper (with some job vacancies) is \$65 for 1 year; it is published twice monthly. Free access to the jobs on the website; you can even post your resume on this site.

- **Accessjobs.org** - [www.accessjobs.org/careerfair.html](http://www.accessjobs.org/careerfair.html)
- **Baltimore Sun** - [www.baltimoresun.com/services/newspaper/events/](http://www.baltimoresun.com/services/newspaper/events/)
- **Corporate Gray** - [www.corporategray.com](http://www.corporategray.com) or [www.fedjobs.com/chat/jobfairs](http://www.fedjobs.com/chat/jobfairs)

- **Diversity Job Fairs** - [www.DiversityJobFairs.com](http://www.DiversityJobFairs.com) or [www.naacpcareerfair.com/Nevent](http://www.naacpcareerfair.com/Nevent)
- **Employment Guide** - [www.EmploymentGuide.com/browse\\_jobfairs.html](http://www.EmploymentGuide.com/browse_jobfairs.html)
- **Hire Quest Job Fairs** – [www.hirequest.com](http://www.hirequest.com)
- **IT Career Events** - [www.it-careernet.com](http://www.it-careernet.com)
- **Jobexpo.com** - [www.jobexpo.com](http://www.jobexpo.com)
- **Nonprofit Career Network** - [www.nonprofitcareer.com](http://www.nonprofitcareer.com)
- **Tech Expo** - [www.techexpousa.com](http://www.techexpousa.com)
- **Transition Assistance Online** - [www.taonline.com/careerpages/careerfairs.asp](http://www.taonline.com/careerpages/careerfairs.asp)
- **Washington Post** - [www.washingtonpost.com/careerfairs](http://www.washingtonpost.com/careerfairs)
- **The Foreign Policy Association** - [www.fpa.org](http://www.fpa.org)

## FLO'S EMPLOYMENT RESOURCES WEB SITE

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Family members returning to the United States have many employment options.  
**Here is the FLO web site link to employment information.**  
**Check it out!**

<http://www.state.gov/m/dghr/flo/c1959.htm>

- ❑ [Checklist for Washington Area Employment](#)
- ❑ [Employment for Family Members Returning to the United States](#)
- ❑ [Federal Employment](#)
- ❑ [Training for Foreign Service Family Members](#)
- ❑ [Home-based Businesses](#)
- ❑ [Creating a Global Resume/CV](#)
- ❑ [Executive Order Eligibility](#)
- ❑ [How to Prepare your SF-171](#)
- ❑ [Temporary Employment Resources in Washington, DC](#)
- ❑ [Employment Compensation for Family Members on Evacuation Status](#)
- ❑ [Using the Internet to Assist Family Members with a Local Employment Search](#)
- ❑ [Washington Area Career Centers](#)

## **LOCAL EMPLOYMENT WORKSHOPS**

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### **THE WOMENS CENTER**

133 Park St., NE  
Vienna, VA 22180  
703-281-2657

[www.thewomenscenter.org](http://www.thewomenscenter.org)

The Women's Center is pleased to offer the following Career Services to assist you in your job search. Whether you are seeking employment, changing career paths, re-entering the job market, or entering it for the very first time, we're here to help you during this important transition <http://www.thewomenscenter.org/Career.htm>

### **THE MONTGOMERY COUNTY COMMISSION FOR WOMEN'S CENTER**

401 North Washington Street  
Suite 100  
Rockville, MD 20850-1703  
PHONE: 240-777-8300  
TTY: 301-279-1034  
FAX: 301-279-1318

Email: [cfw@montgomerycountymd.gov](mailto:cfw@montgomerycountymd.gov)

Web Site:

<http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/content/cfw/index.asp>

The Montgomery County Commission for Women Counseling Center is a Montgomery County government agency located in Rockville, MD. They have a diverse and highly trained professional counseling staff consisting of certified counselors and licensed clinical social workers, as well as other career and mental health counselors. All of the counseling staff has extensive experience working with multi-cultural clients, and several have bilingual capability. The dedicated staff offers an expertise in short-term, solution oriented counseling, and we charge low and affordable fees.

The Montgomery County Commission for Women Counseling Center provides for types of counseling services for adults: personal counseling, career counseling, couples counseling, and displaced homemaker counseling. They also offer a wide range of workshops and seminars. For more information and a schedule of workshops, visit their web site listed above.

### **TESOL PROGRAM, LSF, AMERICAN UNIVERSITY**

Washington, DC 20016-8045  
202-885-2582

Email: [tesol@american.edu](mailto:tesol@american.edu)

<http://www.american.edu/tesol>

# FOREIGN SERVICE INSTITUTE, TRANSITION CENTER

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## THE TRANSITION CENTER

NFATC

4000 Arlington Boulevard, Arlington, VA

703-302-7268

Internet <http://www.state.gov/m/fsi/tc/>

Intranet <http://fsi.state.gov/fsi/tc/default.asp>

For information regarding training opportunities at the Foreign Service Institute:  
The Fast Train program (long distance learning) [fsifastrac@state.gov](mailto:fsifastrac@state.gov), Adult Education  
Opportunities, and more, click on FLO's Internet web site page [Training for Foreign Service  
Family Members http://www.state.gov/m/dghr/flo/12895.htm](http://www.state.gov/m/dghr/flo/12895.htm)

## WORKSHOPS



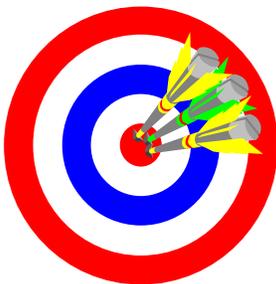
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**FSI Transition Center presents:**

## **MQ704 Targeting the Job Market**

**Tuesday, November 9**

**9:00 am- 4:00 pm**



- How to promote yourself in today's job market
- How to compete with a fragmented résumé
- Networking - Top 10 networking techniques
- Learn interviewing skills that can make you stand out from the crowd

- Open to all foreign affairs agency employees and adult eligible family members (EFMs).
- State Department employees/EFMs register through the employee's Training Officer/CDO. .
- All other foreign affairs agency employees/EFMs submit an SF-182.
- Non-State tuition rate: \$190.
- For further information call the FSI Transition Center at (703) 302-7268.

## CAREER DEVELOPMENT RESOURCE CENTER

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### Department of State

Room L-321, SA-1; Columbia Plaza  
202-663-3042

Intranet: <http://hrweb.hr.state.gov/csp/cdrc/index.html>

Internet: <http://www.state.gov/m/dghr>

The Career Development Resource Center hosts workshops, open to family members, on such topics as: Resume Writing, Addressing Key Ranking Factors, Mentoring, Customer Service, Tips for Applying for Federal Jobs, and other important topics. Please visit our site <http://www.state.gov/m/dghr> for upcoming workshops.

These workshops are open to all employees of the Department of State and Foreign Service Family Members. Reservations are not required. For more information, please call the Career Development Resource Center at (202) 663-3042. **Please call in advance because of security considerations for entering SA-1.**

## DISTANCE LANGUAGE AND LEARNING AT THE FOREIGN SERVICE INSTITUTE

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The Foreign Service Institute offers language programs at a distance, delivered to your desktop, including:

- [Express Online Familiarization Courses](#)
- [Online Introductory Courses](#)
- [Online Reading Maintenance Courses](#)
- [Out and About Self-Study Programs](#)

For more information please call 703.302.6858 or email [Onlinelanguage@state.gov](mailto:Onlinelanguage@state.gov)