VACANCY-ANNOUNCEMENT
Job Announcement Number: 019-20

PLEASE READ ENTIRE ANNOUNCEMENT

Open date: 16 June 2020
Close date: 23 June 2020

1. The Incirlik Civilian Personnel Section is accepting applications from Turkish Citizens for the following position:

   a. **Title, Series and Grade:** Desk Clerk CT-0303-08
      (Non-Appropriated Funds-Fulltime, Permanent) **Total of 1 (one) positions**

   b. **Organizations and Locations:** 39 Force Support Squadron, Sustainment Flight, Lodging, Incirlik AB, Turkey. *The qualified person will work under general supervision of the 39 FSS Commander/Sustainment Flight Commander/Chief or her/his designated authority.*

**Position Background**

The primary purpose of this position is to provide Desk Clerk support to Lodging facilities.

**Responsibilities**

- Receive military or civilian guests and dependents and gives information.
- Responsible for assignments of billets on official orders or space available basis.
- Familiar with different types of special orders and identification cards.
- Assign billets and complete all necessary billeting forms and paperwork.
- Maintain a daily activity report, hotel guest register, and up to date locater cards.
- Maintain a complaint log and wake up roster.
- Check guest out of hotel collecting room service charges.
- Responsible for handling money (cash receipts) and maintaining a cash bank.

**Conditions of Employment**

Applicant must be a Turkish Citizen
Application materials must be received by 24:00 p.m. on the closing date.
Work Schedule: Full Time
Tour of Duty: Regular & Irregular Schedules may include nights, weekends, and holidays
Security Requirements: Not Applicable
Overtime: Occasionally

**Physical Requirement:** The work is primarily sedentary, although some physical effort may be required. E.g. walking; standing, bending or carrying items.

**Qualifications**

To qualify for this position, the candidate must possess the following by the closing date of this announcement:
(a) As a minimum a high school diploma or equivalent degree, with three (3) months general experience as a clerk or office worker experience equivalent to the grade level that equipped him/her with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position, and is directly in or related to this position. To be creditable, general experience must be at the grade level or equivalent under other pay systems with United States Forces (USF) or private sector. Creditable general experience is; Clerical, office or administrative experience which required ability to handle a variety of duties involving frequent and extensive public contacts.

(b) Achieve an English Proficiency cut-off score at appropriate level as determined by the management or as defined in Classification Standards for each grade level.

(c) Be able to complete a background check and be willing to provide fingerprints as necessary.

(d) Must be able to obtain fitness for duty through medical documentation.

(e) Male applicants must have completed all Turkish Military obligations.

**Education**

1. Education must be from an institution accredited by an organization approved by the Turkish Higher Education Institute. Please visit [http://www.yok.gov.tr/web/denklikbirimi](http://www.yok.gov.tr/web/denklikbirimi).

2. Failure to provide a notarized diploma and official transcripts will result in the applicant being rated ineligible for this position (only after tentative offer is made). Employer may ask for an official verification through [www.turkiye.gov.tr](http://www.turkiye.gov.tr) website. **We accept unofficial transcripts and/or non-notarized diplomas for the application process, as long as they contain your name, the name of the school, the date and degree awarded, and the list of classes and credits earned.** Copies of the diplomas and transcripts must be received by this office no later than 24:00 PM on the closing date in order to be considered.

   If selected, an official transcript and notarized diploma MUST be received before an Entrance of Duty date is set.

**How You Will Be Evaluated**

Evaluation for this position will be based on how well the qualifications/requirements mentioned in this vacancy announcement are met.

Specific evaluations of the following competencies will be made:

- English Proficiency
- Experience
- Customer Service

**REVIEW OF APPLICATION DOCUMENTS (FOR ALL APPLICANTS):**

To determine your qualifications, a review of your application and supporting documentation will be made. It is important that the application packages are complete, as incomplete applications may result in the disqualification of the applicant.
Required Documents:

Application packages should include the following documents:

- **Transcripts**: Required if using education to qualify. See Education section for more information.

- **Application Form**: Required. To ensure full consideration of your experience and education we require you to e-mail your application form to 39fss.fsmc.Instaffing@us.af.mil. For qualifications determinations your application form must contain a description of your duties, the number of hours worked per week and the beginning and ending dates (month/year) for each position. The application form must be duly signed. Applications that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position.

- **Copy of Turkish ID**: Required (back and front)

- **Copy of Diploma**: Required. A copy of diploma and any other required documentation to support certification, licensure or education requirements.

- **Copy of Military Discharge Document**: Required, for male applicants.

How to Apply

To apply for this position, you must complete and sign the online application form and submit the documentation specified in the Required Documents section below. **Applications submitted by third parties on your behalf will not be considered.**

The complete application package must be submitted by 24:00 PM on the closing date to receive consideration.

You will not receive an email notification when your application has been received for the announcement. Therefore, it is important to contact the Civilian Personnel Office to verify your application has been received within the required deadlines. Make sure the application form and your supporting documents are scanned by a valid virus protection software prior to submission, as un-scanned attachments will be filtered through the firewall and deleted. An acceptable application package for both internal and external applicants contains a fully completed and signed application form, resume, copy of Turkish ID (back and front), a copy of diploma, military discharge document (for male applicants) and any other required documentation to support certification, licensure or education requirements. All these documents must be e-mailed to the Civilian Personnel Section 39fss.fsmc.Instaffing@us.af.mil in PDF format not to exceed 5MB in each e-mail, which is limited by the exchange mail server.

ADDITIONAL NOTES

1. It is US Forces policy to avoid nepotism. Therefore relatives will not be employed at conferring (supervising one another) duties and/or office(s). Please list all of your relatives (blood or by marriage) employed by the United States Forces or its base maintenance contractor on your application package. If more than three, please annotate all requested information on an additional sheet of paper and attach to your application.
2. All interested candidates must apply by 24:00 p.m. on the closing date reflected at the top of this vacancy announcement. All applicants must send the applications directly from their personal e-mail to 39fss.fsnc.1nstaffing@us.af.mil.

3. Candidates must apply by filling out the newly updated “Application Form” in English. Previous versions of the application form will not be considered. New application forms not properly completed will not be considered. Ensure each question has been answered and all requested information has been provided. Example, provide three (3) complete references. Application forms can be obtained from http://www.39fss.com/docs/cps/Application%20Form.pdf. Applicants must indicate title of the position being applied for.

4. It is the applicant’s responsibility to ensure the complete application package is received by the Civilian Personnel Office by 24:00 p.m. on the closing date of the announcement to receive consideration.

5. Eligibility will be determined based upon knowledge, skills, abilities and other characteristics listed in the Required Qualifications section for this position. IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. INCLUDE MONTH AND YEAR FOR EACH PERIOD OF EMPLOYMENT AND IF POSITION WAS FULL-TIME OR PART-TIME. ASSUMPTIONS REGARDING YOUR EXPERIENCE WILL NOT BE MADE. RESPONSES SUCH AS “ACCOUNTANT”, “OPERATED FORKLIFT”, “CT-6”, “STOCKED SHELVES”, ETC. CLEARLY DESCRIBE DUTIES PERFORMED. MORE IS BETTER THAN LESS WHEN EXPLAINING DUTIES. Experience refers to paid or unpaid experience, including volunteer work.

6. After the vacancy announcement closes, applications are screened for qualifications. Those determined to be qualified will be referred to the hiring manager for further consideration and possible interview.

7. Selection may be accomplished by panel interview and review of information in the application form and work-resume. Candidate will be informed of the selection after the interview is completed.

8. Only Turkish citizens will be eligible for consideration.

9. Continuation of employment of the selected individual will be contingent upon acquisition of limited access authorization and/or similar security clearance(s), if required for the position.