

VACANCY-ANNOUNCEMENT

Job Announcement Number: 037-17

Open date: 11 September 2017

Close date: 15 September 2017

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

a. **Title, Series and Grade:** Secretary (Office Automation), CT-0318-06

(Appropriated Funds-Fulltime, **temporary hire not-to-exceed 12 months**) **Total of 1 position**

b. **Organizations and Locations:** 39 Medical Operations Squadron, Incirlik AB, Turkey.

The qualified person will work under general supervision of the 39 Medical Operations Squadron commander or her/his designated authority.

c. **Major Duties:** Prepares a wide variety of recurring and some non-recurring correspondence, reports, and other documents and reviews and finalizes correspondence/documents prepared by others in handwritten or electronic drafts. Reviews and processes incoming and outgoing correspondence, materials, publications, regulations, and directives. Receives telephone calls, greets visitors, and ascertains the nature of the calls or visits. Maintains supervisor's calendar, coordinates meeting arrangements, and schedules meetings and/or conferences. Performs other clerical and administrative work in support of the office/organization. Uses varied and advanced functions of word processing software to create, format, modify, edit, and print a variety of letters, reports, memos, and other textual documents. Performs other related duties as assigned.

d. **Required Qualifications:**

Key Requirements: Male applicants must have completed all Turkish Military obligation. Requires advanced English Language Proficiency to speak, read and write language fluently and accurately. ELPT score must be at least 85%. Knowledge of various office automation hardware and software systems. Must be able to satisfactorily complete a National Agency Check (NAC).

Must have at a minimum either:

- High school graduation or equivalent **WITH 6 months of general experience and 6 months of specialized experience in clerical and/or secretarial duties.** OR
- Successful completion of education **ABOVE High School level (2-year College or 4-year University graduates).**

Specialized experience includes: Knowledge of extensive rules, procedures, operations, functions, and commitments applied to secretarial and clerical assignments to perform the procedural and administrative work of the office, such as screening calls and visitors, maintaining supervisor's calendar, preparing, reviewing and editing documents, locating and assembling information for various reports, maintaining files/records, and making and preparing travel arrangements. Knowledge of correct grammar, spelling, punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports.

2. **How to Apply:** Qualified and interested applicants must submit a complete application package by 4:00 p.m. (EET) on the closing date reflected at the top of this vacancy announcement. A complete application package contains fully filled application form, resume, copy of Turkish ID (back and front), referral request letter (if employed by one of the enterprises that has a Collective Labor Agreement), any required documentation to support certification, licensure or education requirements as well as completed Occupational Assessment Questionnaire. All these documents must be e-mailed or faxed to the Civilian Personnel Section.

Additional Notes

1. It is US Forces policy to avoid nepotism. Therefore relatives will not be employed at conferring (supervise one another) duties and/or office(s). Please list all of your relatives (blood or by marriage) employed by United States Forces or its base maintenance contractor on your application package.

2. Internal candidate employees must apply to Civilian Personnel Section by filling in the attached referral request indicating their desire to be considered. Also, internal candidate employees must turn in the application packages personally to Civilian

Personnel Section. External candidate employees must send the applications directly to e-mail 39fss.fsmc.Instaffing@us.af.mil or fax to 0-322-316-3879

3. Candidates must apply by newly updated “**Application Form**” filled in English. **Previous application forms will not be considered. New application forms not properly filled will not be considered.** Application forms can be obtained from Civilian Personnel website below. Applicants must indicate title of position being applied for.

NOTE: It is the applicant’s responsibility to ensure the complete application package is submitted to the CPS by 4:00 p.m. (EET) on the closing date of the announcement to receive consideration.

4. You will be rated on the knowledge, skills, abilities and other characteristics listed in the Required Qualifications section as part of the assessment questionnaire for this position. IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE. Experience refers to paid and unpaid experience, including volunteer work. If your resume does not support your questionnaire answers, we will not allow credit for your response(s).

5. Any education or eligibility claimed in the questionnaire must be supported by attaching unofficial transcripts, degrees, certificates, and/or supporting documentation to your application.

6. After the vacancy announcement closes, applications are evaluated against the questionnaire responses and placed in the appropriate group (qualified or not-qualified). The qualified group is the first to be referred to the hiring facility for further consideration and possible interview. The remaining not-qualified group may not be referred or considered based on the number of applicants available.

7. Selection will be accomplished by panel interview and review of information in the application form and work-resume. Civilian Personnel Section will inform the selected candidate(s) only after the interview is complete.

8. US citizens, to include dual citizens, are not eligible for this position.

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.

CPS Management

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