

## Regional Affairs Office Administrative Clerk

The U.S. Embassy in Oslo is seeking eligible and qualified applicants for the position of Regional Affairs Office Administrative Clerk. The incumbent serves as an administrative assistant to Regional Affairs Office (RAO) as well as operating a motor vehicle to transport RAO Office personnel and other U.S. Embassy personnel during the conduct of their official duties. Manages RAO vehicles by doing preventive and periodic maintenance, administrative and financial logs. Additional duties include acting as liaison to Ministry of Foreign Affairs regarding logistics issues, providing airport transport, supporting visiting dignitaries, and assisting with cargo flights and shipments.

### To be considered for this position you must meet ALL of the following qualification criteria:

- Completion of secondary education is required.
- One year of previous administrative experience is required.
- Good Working Knowledge in Speaking/Reading/Writing English is required.
- Good Working Knowledge (level B1) in Speaking/Reading/Writing Norwegian is required.
- Must be knowledgeable of local traffic laws and patterns, and pedestrian behavior. Must be thoroughly familiar with the greater Oslo area with emphasis on Ministries, diplomatic facilities and prominent businesses. Must have basic knowledge of vehicle mechanics.
- Must have the ability to multi-task and prioritize requirements and responsibilities. Must have valid Class C1 and D1 driving license with a clean driving record. Must be responsible, self-motivated, require little supervision to accomplish assigned tasks and be confident and professional in the conduct of official duties with senior American, Norwegian, and other foreign officials. Must be able to read a map and plan driving routes. Must be able to perform skills such as doing automobile maintenance (checking and filling vehicle oils) and changing tires. Able to track and calculate annual expenditures. Must be familiar with common computer applications such as Microsoft Office. Duties will be performed after hours and during weekends when required.

### All applications must include:

- CV and covering letter **in English** setting out your motivation for applying for the position, and addressing how you meet each of the qualification requirements.
- Certificate of completion of secondary school, or highest level of education (if higher).
- Norwegian Language Scores level B1 (oral and written), for non-native Norwegian speakers.
- Evidence of English language proficiency.
- Copy of Class C1 and D1 driving license with a clean driving record.
- Evidence of one year of previous administrative experience (proof of employment).
- Proof of eligibility to live and work in Norway (e.g. copy of passport, permanent residence card or registration proof).
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable).

*Please do not include any other documentation than that which is listed above in your application.*

Kindly note that your application will only be considered if:

- Your application has been sent within the time frame requested
- Your application documents (CV and covering letter) are fully in English
- Your application addresses each qualification criterion outlined above

The annual salary range for the position is NOK 402,116 – 562,962, plus benefits as contained in our local compensation plan. The closing date for the position is January 27, 2019. Applications should be sent to [hro-oslo@state.gov](mailto:hro-oslo@state.gov).

To be eligible for employment at the U.S. Embassy in Oslo, applicants must have the right to live and work in Norway. The Embassy does not sponsor work permits. Please note that the Embassy will not be able to meet travel or subsistence costs incurred when participating in interviews, nor the costs connected with relocation if offered a position.

Please note that, because of the volume of applications we receive, we will only contact candidates selected for interview. If you do not hear from us you should assume that your application has not been successful.

The Department of State 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.