

**U.S. Mission:** Hong Kong

**Announcement Number:** Hong Kong-2020-015

**Position Title:** Mail Room Clerk

**Opening Period:** September 4, 2020 – September 25, 2020

**Series/Grade:** LE-130-FSN-3

**Salary:** (HKD) 155,622 p.a. - (HKD) 241,212 p.a.

**For More Info:** E-mail Address: [hrohongkong@state.gov](mailto:hrohongkong@state.gov)

**Who May Apply:** For USEFM – FS is FP-BB. (Actual FS salary determined by Washington D.C.)

All Interested Applicants / All Sources

**Security Clearance Required:** Local Security Certification

**Duration Appointment:** Indefinite subject to successful completion of probationary period

**Marketing Statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

**Summary:** The U.S. Mission in Hong Kong is seeking eligible and qualified applicants for one position of Mail Room Clerk.

The work schedule for this position is:

- Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (four weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** The primary focus of this position is Diplomatic Pouch and Mail duties. The incumbent supports the Diplomatic Post Office (DPO) and the Department of State (DoS) Mailroom facilities located at the U.S. Consulate General in Hong Kong. This position is responsible for day to day operations of all Mailroom and DPO (e.g. Finance, Operations, Records, Transportation, Communications, and Supply and Equipment) postal functions at the Embassy in accordance with Department of State and United States Postal Service (USPS) standards, directives, and regulations. Position may be required to work night shifts as needed for mail pickup to meet staffing and supervision requirements.

## **Qualifications and Evaluations**

**EDUCATION:** Primary School is required.

### **Requirements:**

**EXPERIENCE:** A minimum of one year of administrative experience or experience in dealing with the public by phone, in person, and by e-mail is required.

**JOB KNOWLEDGE:** Good working knowledge of agency mail handling instructions and of organization functions, personnel, and practices of the activities serviced is required, as well as basic computer operations and Microsoft Office suite knowledge.

### **Evaluations:**

**LANGUAGE:** Level II (Limited knowledge) Speaking/Reading/Writing English and Cantonese are required (**This may be tested.**)

**SKILLS AND ABILITIES:** Physical strength to deal with heavy pouches (up to 70 pounds) and other mail items, good inter-personal and customer-service skills are required.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Benefits:** Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Hong Kong may receive a compensation package that include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund.

**Other information:**

**HIRING PREFERENCE SELECTION PROCESS:** Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights \*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va> \*RF H'36; 'MD+

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification clearance. Applicants must submit a [Universal Application for Employment \(DS-174\)](#) \*RF H' : 9MD+.

To apply for this position, applicants should submit the documents listed below:

Human Resources Office

Mailing Address: 26 Garden Road, Central, Hong Kong

FAX Number: 2147-9490

E-mail Address: [hrohongkong@state.gov](mailto:hrohongkong@state.gov)

**Required Documents:** Please provide the required documentation listed below with your application:

- Residency Permit

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Hong Kong.