



## ADVERTISEMENT

American Consulate General, Chennai

**Vacancy Announcement Number: CHE-PSAP-2016-11**

**OPEN TO:** All Interested Candidates / All Sources

**POSITION TITLE:** Mail Clerk (#551007)

**OPENING DATE:** April 15, 2016

**CLOSING DATE:** April 28, 2016

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident (OR) - Grade: FSN-04  
Not Ordinarily Resident (NOR) - Grade: FP-AA\*  
\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

American Consulate General, Chennai, is seeking eligible and qualified applicants for the position of Mail Clerk in Management section.

**Applicants must apply on U.S. Mission's Universal Application for Employment (UAE) (form DS-174) and specify the vacancy announcement number. Applications not completed on UAE form, or without reference to a specific vacancy announcement number will not be considered. Only completed forms will be considered. (See "HOW TO APPLY" below)**

## **BASIC FUNCTION OF POSITION:**

Under the general direction and supervision of the Mail Supervisor, the incumbent of this position serves as a mail clerk in the diplomatic pouch and mail office. The incumbent is responsible for controlling all incoming and outgoing diplomatic pouch shipments from/to the Department of State and other posts maintains the intricate invoicing system. In addition, they will prepare outgoing pouch shipments and the related paper work for submission to airlines, cargo offices, the airport authorities, and airport customs officials. They will dispatch shipments in accordance with the Diplomatic pouch handling procedures and perform the related work in the mail module of ILMS (Integrated Logistics Management System). The incumbent will open, sort, and receive incoming shipments, as well as, arrange distribution of all incoming pouch mail and materials to the appropriate offices.

The incumbent will sort and distribute mail and materials received through the local and international mail channels. This includes operating the digital franking machine, weighing mail and materials to determine postage required, and maintaining appropriate records. They will also arrange rebates on funding replenishments and renewal of IRM/DPM Franking machine licence, as needed.

Perform other duties as assigned.

## **QUALIFICATIONS REQUIRED:**

**Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

- a) Completion of Senior Secondary School (XII Std) is required.
- b) Minimum 2 years of general clerical experience is required.
- c) Language proficiency:
  - English: Level III (good working knowledge) in Speaking; Level III in Reading and Level III in Writing.
  - Tamil: Level III in Speaking; Level III in Reading and Level III in Writing.

*(When applying for the position, please indicate **your level** of proficiency in the languages).*

- d) Should have the ability to draft routine correspondences to airlines and Indian postage authorities. Should be able to communicate effectively with all mission staff members when dealing with queries on diplomatic pouch matters.
- e) Good typing and computer skills are required to prepare official documents.
- f) Should be able to assist in Switchboard Operator responsibilities, as and when situation demands.
- g) The incumbent must possess a valid Indian Driving license to drive a 2-wheeler, a 3-wheeler and a 4-wheeler (both LMV & HMV). If applicant currently does not possess a 4-wheeler license, s/he will be considered for the position, but will be required to obtain one, at personal expense, within 120 days of being hired.

**SELECTION PROCESS: Only short-listed candidates will be notified and will be required to undergo testing to evaluate skills in language, writing, critical thinking, and knowledge of current affairs. Only candidates who successfully complete the testing will be interviewed.**

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, 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\*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP

## **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance required for the position.

## **HOW TO APPLY:**

Applicants must submit the following documents to be considered:

- Universal Application for Employment (UAE) (Form DS-174), which is available on our website: [http://chennai.usconsulate.gov/job\\_opportunities.html](http://chennai.usconsulate.gov/job_opportunities.html) or by contacting our Human Resources Office (See "For Further Information" above);  
**and**
- Any additional documentation that supports or addresses the requirements listed above (e.g. degrees, transcripts, etc.)

## **WHERE TO APPLY:**

Mailing Address: American Consulate General  
Attention: Management Officer  
220 Anna Salai  
Chennai 600 006

E-mail: [chennai-vacancies@state.gov](mailto:chennai-vacancies@state.gov)

(Please insert "CHE-PSAP-2016-11" (Vacancy Announcement Number) in the subject line of the e-mail. Applications without the announcement number or with incorrect announcement number will not be considered).

**No telephone calls accepted.**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Chennai 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. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**

- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;

- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

**CLOSING DATE FOR THIS POSITION: April 28, 2016**

Approved: M: Richard Roesing  
Cleared: M/IMS: Imran Shaikh  
Drafted: M/HR: Vanitha Srinivasan