



**United States Consulate  
Recife, Brazil  
Management Notice Nº: 07/2013  
Date: 02/20/2013**

**To: All Staff**  
**From: MGTO – James Bredeck**  
**Subject: Vacancy – Consular Agent (Fortaleza)**

**Open to:** All U.S. citizen resident candidates  
**Position:** Consular Agent (Fortaleza), FZ-50/1  
**Opening date:** Wednesday, February 20, 2013  
**Closing date:** Wednesday, March 06, 2013  
**Work hours :** Part-time (Intermittent);  
**Salary:** \*Ordinarily Resident (OR): US\$21,501.00 p.a.  
(Starting salary) (Position Grade: FZ-50/1)

**ALL U.S. CITIZEN APPLICANTS MUST LEGALLY RESIDE IN BRAZIL TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate in Recife is seeking an individual for the position of Consular Agent in the U.S. Consular Agency in Fortaleza.

**Basic Function of Position**

The incumbent serves as the Consular Agent at the U.S. Consular Agency in Fortaleza primarily to provide assistance to U.S. citizens in the State of Ceará, Brazil, including but not limited to passports, reports of birth, notarials, welfare and whereabouts, prison visits, deaths, voting, and victims' assistance. Also, provides support and coordination for official visits to Fortaleza and participates in outreach. The incumbent must be qualified to obtain a U.S. Secret clearance.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 81-3416-3053.

### **Qualifications required**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** Bachelor of Science or other Liberal Arts degree is required.

**Experience:** Progressively responsible experience in work involving the application of regulatory material and extensive public contact is required.

**Language:** Level IV (Fluent) in speaking/reading Portuguese and English is required. *Language proficiency will be tested.*

### **Knowledge:**

- Of operation sources and procedures, including local laws and practices pertinent to the work performed;
- Of sub-cashiers regulations and procedures for financial accountability duties.

### **Skills and Abilities:**

- Must possess tact and good judgment in dealing with U.S. citizens, general public and local officials.
- Must possess the ability to apply regulations correctly;
- To maintain a range of working level contacts with local officials and private organizations;
- To follow-up on on-going administrative and consular activities.
- To work independently with minimum supervision;
- To acquire substantive knowledge regarding sometimes complex citizenship and nationality laws and to pass all courses that make up the Consular Correspondence and Consular Training courses for American Citizen Services administered at the National Foreign Affairs Training Center;
- To write written reports on events affecting American citizens.

*Testing may be conducted to determine qualifications.*

### **Selection process**

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **Additional selection criteria**

1. Management will consider nepotism/conflict of interest, budget, continuity and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply. **Please submit your most recent Employee Performance Report (EPR).**

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **To apply**

Interested candidates for this position must submit the following for consideration of the application:

1. A letter of interest, and the Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**

3. A current resume or curriculum vitae **In English** that provides the same information found on the UAE (**see Appendix B**). **We will not/not accept any applications that are not submitted in English; and**

4. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

6. Copies of work certificates, essays, awards, degrees earned and the form SF-50 from previous post (for EFMs), that address the qualification requirements of the position as listed above.

### **Submit Application To**

Email: [hr\\_recife@state.gov](mailto:hr_recife@state.gov) with vacancy title **CONSULAR AGENT (FORTALEZA)**

### **Point of Contact**

Human Resources Office – Patricia Corrêa or Vanessa Vieira

Address: Rua Gonçalves Maia, nº 163, Boa Vista. CEP: 50070-060, Recife-PE.

Telephone: (81) 3416-3053 - Fax: (81) 3231-1906

**Closing date for this position: Wednesday, March 06, 2013**

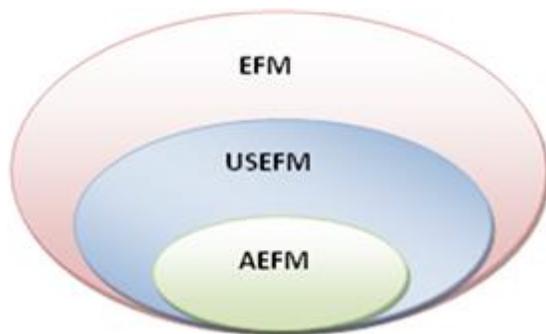
The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The

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.

## **Appendix A**

### **Definitions**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

### **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

#### **Failure to do so will result in an incomplete application**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

DISTRIBUTION: All Mission Staff – Brasília, Recife, Rio de Janeiro, São Paulo