



# HUMAN RESOURCES NOTICE

## U.S. Embassy, Buenos Aires

Vacancy Announcement No.48/10  
June 10, 2010

**OPEN TO:** ALL INTERESTED CANDIDATES  
**POSITION:** Human Resources Assistant  
**OPENING DATE:** June 10, 2010  
**CLOSING DATE:** June 24, 2010  
**WORK HOURS:** Full time; 40 hours/week. (This position is temporary and will not exceed six months in duration)  
**SALARY:** Ordinarily resident: FSN-8 on the local compensation scale  
Not-ordinarily resident: FP-6

NOTE: ALL NOT-ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Buenos Aires is seeking a Human Resources Assistant to work in the Human Resources Office.

### BASIC FUNCTION OF THE POSITION

The incumbent prepares the AFIP report for monthly payment of social security deductions and contributions, checking differences between Charleston and Baps report to resolve them; processes on-line presentation in AFIP web site on time. Prepares all certifications of services electronically required by local law, for current and former employees. The incumbent is responsible for the Ambassador's and DCM's Residence employees, and controls the insurance coverage required by Embassy contracts.

### QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion. *The job knowledge and skills / abilities detailed below are required for the full performance of the job.*

- Minimum of three years of University studies in accounting or business administration required
- A minimum of one year experience in payroll/accounting issues in a medium size firm and/or practice in local labor law is required. Experience with AFIP procedures and auditing are preferable.
- Level IV (fluent) written and spoken English and Spanish are required. (this will be tested)
- Good knowledge of local labor law, AFIP procedures and regulations, and accounting standards are required. Knowledge of insurance regulations is highly desirable.
- Computer skills: Knowledge of Microsoft Office, ACCESS and EXCEL. Ability to examine records and ascertain whether or not they are in accordance with local regulations and in compliance with the Embassy requirements.

### SELECTION CRITERIA

When equally qualified, U.S. Citizen Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. Citizen Eligible Family Members who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
3. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.



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4. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

### TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. A current resume or curriculum vitae indicating education, experience, language level and knowledge according to requirements; **or**
2. Application for U.S. Federal Employment (SF-171, or OF-612)
3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

### SUBMIT APPLICATION TO

Human Resources Office  
Av. Colombia 4300; or  
fax to 5777-4201; or email  
[buenosaires-rrhh@state.gov](mailto:buenosaires-rrhh@state.gov)

### DEFINITIONS

1. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority who do not meet the definition of AEFM below.
2. Appointment Eligible Family Member (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - a. U.S. citizen;
  - b. Spouse or dependent who is at least age 18;
  - c. Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
  - d. Does not receive a U.S. Government annuity or pension based on a career in the U.S. Civil or Foreign services.
3. Member of Household (MOH): A MOH is a person who 1) has accompanied, but is not/not on the travel orders of a U.S. Citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily-Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of Foreign Service, General Schedule, and uniformed service members who are eligible for employment under an American U.S. Government pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: 06/24/2010**

*The U.S. Mission in Buenos Aires is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.*