



HUMAN RESOURCES NOTICE

U.S. Embassy, Buenos Aires

Vacancy Announcement No.11/11

June 08, 2011

OPEN TO:	ALL INTERESTED CANDIDATES
POSITION:	Mail Clerk
OPENING DATE:	June 08, 2011
CLOSING DATE:	June 22, 2011
WORK HOURS:	Full time; 40 hours/week.
SALARY:	Ordinarily resident: FSN - 3 on the local compensation scale Not-ordinarily resident: FP-BB

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 Mail Clerk to work in the Embassy Diplomatic Post Office (DPO) and mailroom.

BASIC FUNCTION OF THE POSITION

The incumbent is one of the three full-time Embassy Mail Room clerks reporting directly to the Mail Room supervisor. This clerk is responsible primarily for DPO tasks, such as: basic aspects of the day to day operation of the DPO including customer service, preparing documentation for incoming and outgoing U.S. mail and associated customs clearances, expediting customs clearance and other host government approvals for incoming U.S. mail, obtaining a variety of "off the shelf" postal commodities (mailing boxes/envelopes and other required forms and publications) for the DPO, and assisting with Pouch tasks, as needed.

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.*

- Completion of Secondary School.
- One year related mailroom experience.
- English speaking and reading Level II. Spanish speaking and reading Level III. (this will be tested)
- Job knowledge: Basic knowledge of the principles of customer service. Knowledge of email systems and electronic spreadsheets. Understanding of 5FAM pouch regulations and procedures.
- Skills and Abilities: Ability to work in a U.S. Diplomatic Postal Facility and a Department of State Mail and Pouch operation. Incumbent must show reliability and accuracy in performing postal services in a pressured environment, good time management skills, the ability to meet deadlines, tact and diplomacy during the interaction with officials and customers. Incumbent MUST be able to handle daily and repetitive lifting of packages, boxes and mail sacks weighing up to 70 pounds (32 kilos). Duty involves prolonged standing. Incumbent must have the ability to organize and prioritize work effectively and the ability to work well in a team environment. Incumbent must be able to type and hold a valid Argentina driver license.

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.



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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.
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. Universal Application for Employment (DS - 174)
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

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



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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: 06/22/2011

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.
