

VACANCY ANNOUNCEMENT NUMBER

OPEN TO: Appointment Eligible Family Members (AEFMS) – All Agencies and US Veterans who possess residence and work permits in The Bahamas.

POSITION: **Consular Associate/Assistant**

OPENING DATE: November 08, 2011

CLOSING DATE: November 22, 2011

The U. S. Embassy in Nassau, Bahamas is seeking an individual for the position of Consular Associate/Assistant in the Consular Section.

BASIC FUNCTION OF POSITION

Under the supervision of the Deputy Consular Section Chief, the incumbent will execute notariats, accept, administer the oath and pre-screen applications for passports and Consular Reports of Birth Abroad, issue Consular Reports of Death Abroad, perform prison visits, and provide assistance with welfare/whereabouts, destitution and repatriation, and injury cases.

Incumbent may also assist the Fraud Prevention Manager with individual fraud investigations and validation studies and other evaluations of visa use and applicant patterns at post.

Incumbent will participate in biometric collection and enrollment and perform NIV an IV prescreening functions.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, (Tel: 322-1181 – ext. 4292, 4288 or 4293).

REQUIRED QUALIFICATIONS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Candidate will be hired at one of the following levels, depending on his/her work experience and knowledge.

Consular Assistant

- a. **Education:** Completion of Secondary or High School Diploma is required.
- b. **Prior Work Experience:** One year of previous experience working in a customer service orientation position is required.
- c. **Post Entry Training:** Must be able to complete a five week ConGen course at NFATC in Arlington, VA. Must complete additional distance and online training in Consular and Immigration law and procedure.
- d. **Language Proficiency:** Level IV (fluent), Speaking/Reading/Writing English is required.
- e. **Job Knowledge:** Candidate must have taken and passed the full NFATC Consular Training course before entry on duty to be hired as Consular Associate at the FP 07 level. If not, candidate will be hired as a Consular Assistant at the FP 08 level until the course is completed.
- f. **Skills and Abilities:** Candidate must be able to interact well with the public and Embassy Community, and be able to maintain composure under pressure. Strong organizational, interpersonal and communication skills are required as well as good customer service and good judgment. Intermediate computer skills to include the ability to use all Consular systems, Excel spreadsheets for statistical and data collection, and use of special reporting tools and CMS web software.
- g. **Security Clearance:** Must have or be able to attain a **Secret** Clearance level from the Department of State.

Consular Associate

- a. **Education:** Completion of Secondary or High School Diploma is required.
- b. **Prior Work Experience:** One year of previous experience working in a customer service orientation position is required.
- c. **Post Entry Training:** The candidate must have taken and passed the full NFATC Consular Training course before entry on duty.
- d. **Language Proficiency:** Level IV (fluent), Speaking/Reading/Writing English is required.
- e. **Skills and Abilities:** Candidate must be able to interact well with the public and Embassy Community, and be able to maintain composure under pressure.

Strong organizational, interpersonal and communication skills are required as well as good customer service and good judgment. Intermediate computer skills to include the ability to use all Consular systems, Excel spreadsheets for statistical and data collection, and use of special reporting tools and CMS web software.

- f. **Security Clearance:** Must have or be able to attain a **Secret** Clearance level from the Department of State.

SELECTION PROCESS

When equally qualified, US Citizen Appointment Eligible Family Members (AEFMs) and U. S. Veterans are 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. 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.
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. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). The form can be found on the Embassy website <http://nassau.usembassy.gov>
2. A current resume or a curriculum vita that provides the same information found on the UAE (see *Appendix B*).

3. 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**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Sylvia Quinones
US Embassy Nassau
Queen Street
Nassau, The Bahamas

Electronic submission of application may be made at: NassauHR@state.gov

POINT OF CONTACT

Name: Sylvia Quinones
Telephone: (242-322-1181 ext 4292)
FAX: (242-328-7838)
NassauHR@state.gov

CLOSING DATE FOR THIS POSITION: NOVEMBER 22, 2011.

The U.S. Mission in Nassau 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.