

**ANNOUNCEMENT NUMBER: 13-20**

**OPEN TO:** All Interested Candidates

**POSITION:** Consular Assistant FSN-8; FP-6

**OPENING DATE:** July 16, 2013

**CLOSING DATE:** August 5, 2013

**WORK HOURS:** Full time: 40 hours per week

**SALARY:** \* Not-Ordinary Resident (NOR): \$38,394 USD p.a. based on a 40 hour work week (Position Grade: FP 6 to be confirmed by Washington)

\*\* Ordinary Residents (OR): B\$36,594 p.a. based on a 40 hour work week (Position Grade: FSN-8)

The U.S. Embassy, Nassau is seeking an individual for the position of Consular Assistant in the American Citizen Services located in the Consular Section.

**BASIC FUNCTION OF POSITION**

Incumbent serves as ACS Consular Services Assistant. Primarily handles all aspects of processing passport services, citizenship/nationality cases, including Consular Reports of Birth Abroad (CRBA) and Reports of Death Abroad. Manages cases involving U.S. citizen arrests, deaths, welfare and whereabouts, notarials, judicial services, and Federal Benefits. Assists with Warden system management, including messages to U.S. citizens and website maintenance. Acts as the coordinating/lead LES in the absence of the senior ACS LES.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Please contact Rachel Poitier at 242-322-1181 x 4293

**QUALIFICATIONS REQUIRED**

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

1. Completion of a Bachelor's degree is required.
2. At least 3 years in a professional office environment, where experience should include drafting various correspondence, proficient/advanced computer skills, and extensive experience interacting with the public. Superior communication skills, adaptability, efficiency, multi-tasking, and prioritization abilities are a must.
3. Fluent English, Level IV, both written and spoken, since he/she must draft much correspondence in final form and explain complex citizenship laws and other federal

regulations to applicants and local government officials. Knowledge of Haitian Creole or Spanish is a plus.

4. **To be able to gain complete familiarity of 7 FAM, INA, and CFR regulations and guidelines. U.S. Citizenship laws, ACS manual and Consular Management Regulations, host country governmental operations and immigration and customs requirements; office policy and practice in providing all types of consular assistance to U.S. Citizens; thorough mastery of all elements of written and spoken English are the fundamental requirements.**
5. Incumbent must be able to understand U.S. culture and communicate effectively within that culture: work to build positive interagency relationships, and follow the chain of command in communication; effectively communicate with management and ensures leadership is informed of events involving U.S. Citizens in a timely manner; adapts to different management styles and works to build a productive relationship with section leadership; interagency and local contacts.
6. Takes initiative to go beyond assigned tasks; identifies problems and proposes creative solutions; seeks to improve job and organizational performance. Acts as the coordinating LES in the absence of the senior ACS LES.

## **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-0174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
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.

## **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, 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 U.S. 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.
6. The candidate must be able to obtain and hold a non-sensitive clearance.

### **SUBMIT APPLICATION TO HUMAN RESOURCES VIA FAX OR EMAIL**

Human Resources Office  
Attention: **Rachel Poitier**  
42 Queen Street  
Nassau, Bahamas  
Telephone: 242-322-1181 x 4293  
FAX: 242-328-7838  
Email: Nassauhr@state.gov

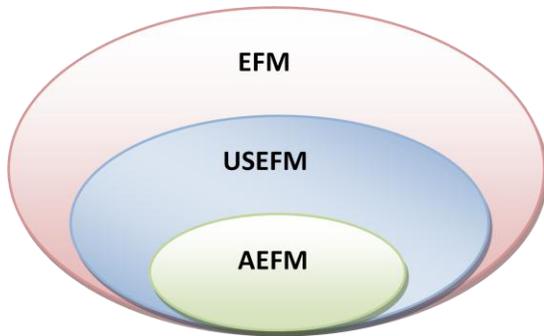
**CLOSING DATE FOR THIS POSITION: August 5, 2013**

**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.

### ***Appendix A***

### ***DEFINITIONS***



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

1. **Eligible Family Member (EFM)**: An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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 U.S. 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 U.S. 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 U.S. 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.

EFM's without U.S. Social Security Numbers are also OR. All OR employees, including U.S. 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. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References