

**ANNOUNCEMENT NUMBER: 14-12**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** May 28, 2014

**CLOSING DATE:** June 13, 2014

**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)

All ordinarily residents (or) applicants (*See Appendix A*) must have the required work and /or residency permits to be eligible for consideration.

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. \*Candidate will be tested on proficiency in Excel and Word.

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](mailto:Nassauhr@state.gov)

**CLOSING DATE FOR THIS POSITION: June 13, 2014**