



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 12 - 081**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Immigrant Visa Assistant-Consular Cashier, FSN-7; FP-7  
(Salary approx. Tk. 48,000 per month)

**OPENING DATE:** November 28, 2012

**CLOSING DATE:** December 11, 2012

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking an individual for the position of **Immigrant Visa Assistant-Consular Cashier** for its Immigrant Visa (IV) Unit at the Consular Section.

**BASIC FUNCTION:** The incumbent executes all procedures associated with the processing and printing of Immigrant Visas (IV). Collects fees for all Consular services, insuring the proper amount is collected for each service and issuing a receipt for each transaction. Ensures that correct cashiering procedures are followed, reconciling all fees with services and delivering written reports to the Accountable Consular Officer on a daily and monthly basis.



## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Immigrant visa processing:**

- Executes all procedures associated with the processing and printing of Immigrant Visas including fraud screening and detection, photo-capturing, finger scanning, application pre-screening, and security clearance processing and printing approved visas. S/he is responsible for following correct Departmental Standard Operating Procedures for all types of visas. Maintain IV related computer and filing systems. Control print functions, prepare IV applications for printing, print Machine Readable Immigrant Visas (MRIVs), paste visas in passports and conduct Quality Assurance (QA) on printed visas. Assemble IV packets per rules and regulations and deliver these to the applicants along with appropriate instructions as required. Process unusual or complex IV cases and make recommendations to his/her team leader, the IV Supervisor and American Officers.
- Serve as an interpreter for American Officers on a daily basis. Also support American Officers by serving as the anti-fraud screener. Must have in-depth knowledge of local culture, institutions and political climate, and assist the Consular Officer while adjudicating immigrant visa cases.
- Provides applicants and their families with information concerning requirements and procedures for applying for all types of visas processed by the section, including non-immigrant visas. S/he also assists applicants in obtaining and completing requisite application forms and documents; and makes recommendations concerning applicant readiness for visa interview. Advises applicants with respect to U.S. immigration formalities after their admission to the U.S. Respond to IV inquiries by telephone, e-mail and in person.

### **B. Cashiering:**

- Serves as the Consular Cashier, collecting all consular fees on every working day. Collects, accounts for, and issues receipts for all consular services using ACRS (Automated Cash Register System) in a correct, efficient, polite, and friendly manner. Collects all fees strictly in accordance with Department regulations and policies, and accepts payments in local currency using the consular rate set by the Accountable Consular Officer (ACO) and Financial Management Officer (FMO). May occasionally have to report to work on weekends or holidays to collect emergency consular fees.
- Ensures that the proper amount for each service is collected and the proper service number is recorded in accordance with the Department of State's Consular Fee Schedule. Ensures that correct accounting procedures



are followed, under the direction of the Accountable Consular Officer. If any fees need to be refunded, s/he consults with the Accountable Consular Officer and upon authorization processes the refund of fee in ACRS on the same day or prepares the refund memo and forwards it to the Financial Management Office for further action.

- At the end of the day reconciliation of money collected should be done and "End of Day" report prepared from the ACRS (Automated Cash Register System) software. The incumbent has those reports reviewed by the ACO prior to taking the reports and collections to the embassy Class B Cashier. Reports any cashiering discrepancy immediately to LES supervisor and Accountable Consular Officer.

### **C. Other Duties:**

Performs "End-of-Month" report processing and provides the report to the ACO in a timely manner.

### **QUALIFICATIONS REQUIRED:**

- 1. Education:** Minimum a Bachelor's degree in Arts, Commerce or Science is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing English and Bangla required. Ability to write English at the U.S. high school graduate level in required. Applicant is frequently required to serve as Bangla interpreter for English speaking colleagues. English and Bangla language proficiency will be tested.
- 3. Prior Work Experience:** At least two years' experience in administrative, government or para-professional field is required.
- 4. Knowledge:** Possess thorough understanding of Bangladeshi culture and social environment; knowledge & demonstrated ability to effectively explain complex visa policies and procedures.
- 5. Skills and Abilities:** Must be able to perform duties effectively and tactfully in a high pressure workplace. Must perform cashiering function, including calculations of required fees, quickly and accurately. Must demonstrate well-developed team skills and contribute to a collegial work environment, possess expert interpersonal skills and advanced oral and written English language communications skills.



### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

### **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 EFM's 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. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

#### [Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.



3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

**SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**All candidates** must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

**POINT OF CONTACT:**

Human Resources Assistant  
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)



## **DEFINITIONS:**

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

- US 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 US 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 US 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 US 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.



EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: December 11, 2012**

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.

Cleared by:

HRO: x  
CONS: x  
FMO: x  
MGT: x