



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

# **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 13 - 043**

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Visa Assistant (NIV), FSN-7; FP-7 (Two positions)  
(Salary approx. Tk. 48,000 per month)
- OPENING DATE:** August 22, 2013
- CLOSING DATE:** September 5, 2013 (before 4:30 p.m.)
- 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 applications for the position of **Visa Assistant** (NIV), for its Non Immigrant Visa (NIV) Unit at the Consular section.

**BASIC FUNCTION:** The incumbent ensures the accuracy, timeliness, and quality control of nonimmigrant visa application data intake processing, and also ensures regular reporting and accountability standards defined by U.S. Government rules and regulations (9 FAM) and under the oversight of the NIV Supervisor. S/he maintains high levels of customer service and internal best



practices and ensures that all information on visa applications is correct and complete.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- ✚ S/he is an expert on in-processing DS-160 online applications, photo capture, tracking of NIV data, primary verification and pre-screening of applications for potential error/fraud, visa printing, assigning the barcode numbers, scanning, processing of class A/B referral requests, diplomatic note verbal processing for official visas, processing of interview waiver cases, filing and pulling passport for cases pending for security advisory opinions (SAO), verification of student data from the Student and Exchange Visitors Information System (SEVIS), verification of petition data for visa categories, processing or canceling of lost/stolen U.S., and entering applicable lookouts/ineligibilities into the system as needed. Shares responsibility for ensuring the physical security and maintenance of thousands of controllable items.
- ✚ Assists Post's Information Unit to answer questions concerning NIV procedures by email and be able to provide standard advice on legal and procedural issues relevant to any NIV applications.
- ✚ Works as a translator with American consular officers, and translate legal documents as needed. While working with customers, s/he must demonstrate effective knowledge and procedures to serve applicants better.
- ✚ Have detailed knowledge of local culture, social norms and the political environment as well as other issues relevant to consular adjudication as well as security advisory opinions, revocation, waivers in accordance with the laws. S/he will be called sometimes to provide adjudication support and expert advice concerning anti-fraud measures.
- ✚ Assists consular officers in arranging outreach, preparing flyers, website update, and performs various other tasks.

### **QUALIFICATIONS REQUIRED:**

- 1. Education:** Bachelor's degree in Arts, Commerce, or Science from a recognized University is required. *(You must attach a copy of your bachelor's degree certificate copy along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) speaking/reading in English and Bangla is required. Ability to write English at the U.S. high school



graduate level is required. Serve as Bangla interpreter for English speaking colleagues. English and Bangla language proficiency will be tested.

- 3. Prior Work Experience:** Minimum two years experience in administrative, governmental or para-professional fields is required.
- 4. Knowledge:** Thorough understanding of Bangladeshi culture and social environment.
- 5. Skills and Abilities:** Must be able to perform duties effectively and tactfully in a high pressure workplace, demonstrated well developed team skills and contribute to a collegial work environment, possesses excellent interpersonal skills. Ability to use sophisticated consular software.

#### **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 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. 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.

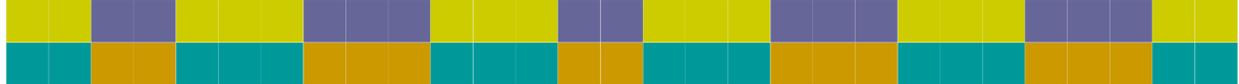
**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- 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: September 5, 2013**

**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