

EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2016-14

The U.S. Embassy Belmopan has an opening for a time limited Visa Clerk position. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

BASIC FUNCTION OF THE POSITION:

- Assists in the processing of non-immigrant visa applications and reviewing documents to assure acceptability and completeness.
- Provides information to the public in person and by telephone.
- Processes required clearances, U.S. affidavit(s) of citizenship, applications for U.S. passports and applications for immigration and naturalization services transportation letters.
- Performs data input, record keeping and filing.

QUALIFICATIONS REQUIRED:

- Completion of secondary school is required.
- One year experience in office clerical work is required.
- Level III (good working knowledge) speaking/reading/writing English is required.
- Good working knowledge of MS Word or equivalent is required.
- Must be able to tactfully deal with the public and work under continuous pressure.
- Typing speed of 25 words per minute is required. (This will be tested.)

LENGTH OF APPOINTMENT: This time limited appointment is from June 1, 2016 to September 30, 2016. (Note: Employment start date will correspond with the approval date of the security certification.)

WHO MAY APPLY: Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belizean social security card valid for employment and/or a resident/work permit.

HOW TO APPLY: Interested candidates must submit the following in order to be considered for the position. Universal Application for Employment (UAE) form (DS-0174); plus any other documentation (e.g., essays, certificates, awards, licenses, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: BelmopanJobs@state.gov All applications must be signed and scanned. ONLY electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on [DS174 - Universal Application for Employment](#) Your e-mail must state the vacancy title and vacancy announcement number in the subject line, Example: Visa Clerk, Vacancy Announcement No. 2016-14. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position description and the required application form (DS-0174) are posted on the Embassy's website at http://belize.usembassy.gov/job_opportunities.html. The deadline for submitting applications is Friday, May 13, 2016. Applications will not be accepted after May 13, 2016.