

## **EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2016-24**

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

### **BASIC FUNCTION OF THE POSITION:**

- Pre-screens and accepts non-immigrant visa (NIV) applications.
- Prepares and issues approved NIVs.
- Provides general information to the public on NIV processing and requirements, including maintaining the section's mailbox and responding to written inquiries.
- Maintains and updates consular files and the public website.
- Interpret and translate Creole and Spanish as required.
- Provides back up support to the Immigrant Visa, Anti-Fraud and American Citizen Services Units.

### **QUALIFICATIONS REQUIRED:**

- Completion of secondary school is required.
- Two years of progressively responsible office clerical and customer service experience is required.
- Level IV (fluent working knowledge) speaking/reading/writing English is required.
- Level III (good working knowledge) speaking/reading/writing Spanish is required.
- Must possess good interpersonal skills and tact when handling public inquiries.
- Good working knowledge of Microsoft applications is required.

**Note:** The selected applicant may be hired at the developmental level, until knowledge of internal operating procedures of the section has been attained and required training completed. Estimated time at the developmental level is one-year.

**WHO MAY APPLY:** Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belize 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. 1. Universal Application for Employment (UAE) form (DS-0174); plus 2. 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](mailto: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 [http://belize.usembassy.gov/job\\_opportunities.html](http://belize.usembassy.gov/job_opportunities.html). Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: Visa Assistant, Vacancy Announcement No. 2016-24. 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](http://belize.usembassy.gov/job_opportunities.html). The deadline for submitting applications is Friday, November 4, 2016. Applications will not be accepted after November 4, 2016.