

EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2015-07

The U.S. Embassy Belmopan has an opening for a Visa Clerk (Temporary) 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 (INS) 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 Microsoft Word 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 temporary appointment is from May to September, 2015.

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. 1. Universal Application for Employment (UAE) form (DS-0174); or 2. A current résumé or curriculum vitae that provides the same information found on the DS-0174; plus 3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.

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 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 Clerk (Temporary), Vacancy Number 2015-07. 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, March 27, 2015. Applications will not be accepted after March 27, 2015.**