



VACANCY ANNOUNCEMENT

U.S. MISSION LA PAZ, BOLIVIA - OFFICE OF HUMAN
RESOURCES

ANNOUNCEMENT NUMBER: 13-01

OPEN TO: All Interested Candidates

POSITION: Videographer/Audiovisual Technician, FSN-6; FP-8*

OPENING DATE: January 11, 2012

CLOSING DATE: January 25, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR):
(Position Grade: FSN-6)

*Not-Ordinarily Resident (NOR):
(Position Grade: FP-8)

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

The U.S. Embassy in Bolivia is seeking an individual for the position of Videographer/Audiovisual Technician in the Public Affairs Section.

BASIC FUNCTION OF POSITION

The videographer/audiovisual technician is responsible for the Mission's video production. Under the guidance of the Information Senior Specialist (TV), the incumbent will conceive the story line, draft the script, develop and record appropriate (broadcast-quality) video imagery, and then weaving together all audio and video footage complete the final product. In addition, the incumbent will install, test, maintain and operate specialized digital and HDTV equipment; maintain the Mission's video archives by recording and copying programs into high quality multiple formats; and monitor, report on and record TV breaking news on topics of special interest for the Mission. Serves as back-up LES radio technician.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 216-8032.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Certificate of technical studies related to broadcasting, filming and/or editing systems (Final Cut, IMovie, Microsoft Expression Encoder or other standard editing programs).
2. Prior Work Experience: Two years experience in audiovisual/TV production that include: drafting a script, filming, editing, recording and assisting in the production of news reports, spots, mini documentaries and script writing; experience in the broadcasting field; experience operating, maintaining, installing audiovisual equipment (analog, digital and DHTV)
3. Language: Level 4 (Fluent) Speaking/Reading/Writing Spanish. Level 3 (Good Working Knowledge) Speaking/Reading/Writing Spanish. **Non-native English or Spanish speakers will be tested.**
4. Knowledge: Knowledge of audio-visual digital editing packages such as Final Cut, IMovie, Microsoft Expression Encoder or other standard editing systems; of social network platforms such as Youtube, Facebook, Twitter; of design packages such as Freehand, Publisher, Indesign, Photoshop or Illustrator; and knowledge of TV equipment maintenance, diagnostic routines and basic repair skills.
5. Skills: Must have the skills to operate audio-visual equipment (recording, dubbing, copying DVDs and CDs, filming, editing).
6. Applicants must submit a DVD or a CD containing 3 examples of videos produced during the last two years.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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. All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
4. 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.

5. Currently employed U.S. 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.

6. 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. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or** you may apply with:

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

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

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

SUBMIT APPLICATION TO

Human Resources Office
Attention: Cristina Meaney, Human Resources Officer
2780 Arce Avenue

POINT OF CONTACT

Luz Karina Romero, Human Resources Clerk (Romerolk@state.gov)
Telephone: (591) 2-216-8215
FAX: (591) 2-216-8032

Only applicants who are considered for a personal interview will be notified on their non-selection.

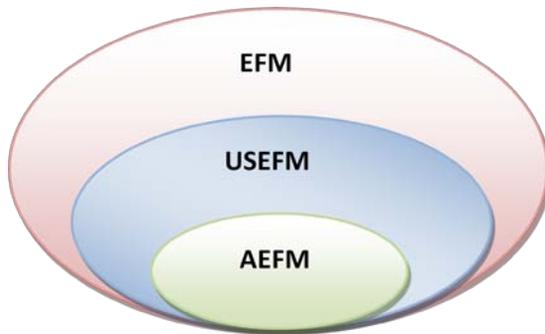
CLOSING DATE FOR THIS POSITION: January 25, 2013

The U.S. Mission in Bolivia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, 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.

DRAFTED BY: HRO: VVera _____
CLEARED BY: PAS: SSmith _____
APPROVED BY: HRO: CMeaney _____

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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

- U.S. 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. **Domestic Partner (DP):** A person of any nationality who meets the criteria of 3 FAM 1612 and is listed on the travel orders of a direct-hire Foreign or Civil 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:

- A. Resides at the sponsoring employee's post of assignment abroad or at an office of the American Institute in Taiwan; or
- B. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

A Domestic Partner may be any nationality.

5. **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 U.S. Citizen.

An MoH may be any nationality.

6. **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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

7. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References