



UNITED STATES CONSULATE GENERAL  
RIO DE JANEIRO, BRAZIL

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*Management Notice No. 11-002  
January 14, 2011*

*TO: ALL POST PERSONNEL  
FROM: PANFILO MARQUEZ, MGT  
SUBJECT: POSITION VACANCY – JANITOR*

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**THIS POSITION IS BEING RE-ANNOUNCED TO IDENTIFY ADDITIONAL CANDIDATES. CANDIDATES WHO APPLIED PREVIOUSLY NEED NOT APPLY AGAIN.**

**ESTA VAGA ESTÁ SENDO RE-ANUNCIADA PARA IDENTIFICAR MAIS CANDIDATOS. OS CANDIDATOS QUE ENVIARAM CURRICULUMS ANTERIORMENTE NÃO PRECISAM RE-ENVIAR NOVOS CURRICULUMS.**

**Nota: Tradução livre em vermelho**

**To:** All Interested Parties/All Sources  
**Para:** Todos os interessados

**From:** MGT/Panfilo Marquez

**Subject:** Vacancy – Janitor  
**Assunto:** Vaga em aberto – Faxineiro

**OPEN TO:** All Interested Parties/All Sources  
**Aberto para:** Todos os interessados

**POSITION:** Janitor FSN-1/FP-DD - (To be confirmed by Washington)  
**Vaga:** Faxineiro (FSN-1/FP-DD)

**OPENING DATE:** Friday, January 14, 2011  
**Abertura de inscrições:** Sexta-feira, 14 de Janeiro de 2011

**CLOSING DATE:** Friday, January 28, 2011  
**Fechamento de inscrições:** Sexta-feira, 28 de janeiro de 2011

**WORK HOURS:** Full-time; 40 hours/week  
**Horário** 40 horas semanais

**SALARY:** \*Ordinarily Resident (OR): R\$12.545,00 p/a  
(Starting salary) (Position Grade: FSN-1/FP-DD)  
**Salário:** R\$ 12.545,00 por ano (salário inicial da vaga – FSN-1)  
US\$17,803 (initial salary for the position at the FP-DD level) subject to approval  
by Washington

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

The U.S. Consulate General in Rio de Janeiro is seeking **one** individual for the position of **JANITOR** in the Facilities Maintenance Unit in Rio de Janeiro.

**A Seção de Recursos Humanos procura um candidato para a vaga de Faxineiro, na Seção de Manutenção no Rio de Janeiro.**

### **1. BASIC FUNCTION OF POSITION**

The incumbent is responsible for cleaning the offices, all public spaces and restrooms of the Consulate General Building, including knowledge of the safe use of equipment and materials for this purpose.

**O funcionário será responsável pela limpeza dos escritórios, e de todos os espaços públicos e banheiros do Edifício do Consulado Geral: terá que ter conhecimento de como se usar equipamentos e materiais com segurança para a realização dessas tarefas.**

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 21 3823-2608 or 21 3823-2612**

### **2. QUALIFICATIONS REQUIRED**

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

**Todos os candidatos deverão ter as qualificações abaixo comprovadamente.**

1. **EDUCATION:** Completion of Elementary School is required.

**INSTRUÇÃO: Ensino primário completo é exigido**

2. **EXPERIENCE:** A minimum of three months working experience in cleaning, general or labor services required.

**EXPERIÊNCIA: Pelo menos 3 meses trabalhando em serviços de limpeza, ou serviços gerais**

3. **LANGUAGE:** Level II (Limited Knowledge) in spoken Portuguese is required.

**LÍNGUA: Nível II de Portugues falado é exigido**

4. **KNOWLEDGE:** Must understand basic materials handling requirements for cleaning products and the use of cleaning equipment, to include vacuums, floor polishers, and other similar tools.  
**CONHECIMENTO: O candidato deve conhecer os materiais básicos de limpeza e as características dos produtos de limpeza, uso de equipamentos de limpeza, tais como aspiradores de pó, enceradeiras e outros equipamentos e ferramentas similares.**
  
5. **SKILLS AND ABILITIES:** Must be able to prioritize tasks and attend to client requirements on short notice, including urgent clean-ups and drinking water deliveries. Must be able to deal with customers in a professional and courteous manner at all times.  
**HABILIDADES: o candidato deve saber priorizar tarefas e servir o cliente em situações de emergência, incluindo limpezas urgentes e entrega de água potável. Deve ser capaz de lidar com os clientes de uma maneira cortez e profissional sempre.**

### **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. 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. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
  
2. 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; **or**

3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (see section 3A below for more information); **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 US 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.

3A. 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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

**SUBMIT APPLICATION TO**  
**[Mgtusghr3@yahoo.com](mailto:Mgtusghr3@yahoo.com)**

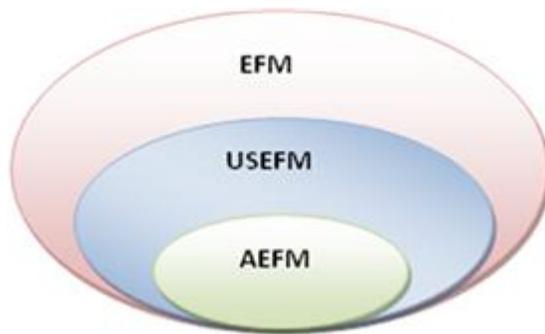
**Envie seu curriculum para o seguinte site: [Mgtusghr3@yahoo.com](mailto:Mgtusghr3@yahoo.com)**

**OU ENTREGUE PESSOALMENTE NA SEÇÃO DE RECURSOS HUMANOS NO 60 ANDAR**

**POINT OF CONTACT:**

Human Resources Office  
Ana-Maria Miranda  
Address: Av. Pres. Wilson, 147 – Rio de Janeiro, RJ 20030-020  
Telephone: 21 3823-2608

## DEFINITIONS



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

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: Friday, January 28, 2011**

**ESTA VAGA FECHARÁ DIA 28 de Janeiro de 2011**

The US Mission in Brazil 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.