



UNITED STATES CONSULATE GENERAL
RIO DE JANEIRO, BRAZIL

*Management Notice No. 12-050
April 18, 2012*

TO: ALL POST PERSONNEL

FROM: MGMT OFFICER, PATTI HOFFMAN

SUBJECT: POSITION VACANCY – SPECIAL PROJECTS COORDINATOR

OPEN TO: (*) **US Citizen Eligible Family Members (USEFMs) – All agencies – (FP);**

POSITION: **SPECIAL PROJECTS COORDINATOR**

OPENING DATE: Wednesday, April 18, 2012

CLOSING DATE: Friday, May 4, 2012

WORK HOURS: **WAE - (WHEN ACTUALLY EMPLOYED – WORKS ON AN AS NEEDED BASIS)**

GRADE: FP-8 (To be approved by Washington)

SALARY: HOURLY RATE: US\$17.13 (per hour worked)

THIS POSITION IS AVAILABLE IMMEDIATELY



(*) NOTE: PLEASE DO NOT APPLY IF YOU ARE NOT A U.S. ELIGIBLE FAMILY MEMBER

The U.S. Consulate General in Rio de Janeiro is seeking an individual for the position of Special Projects Coordinator in the Management Office.

BASIC FUNCTION OF POSITION:

The incumbent of this position will be called upon to perform diverse functions on an as-needed basis in the Consulate General in Rio de Janeiro. This is a multi-faceted job in which the incumbent will work as a rover, in administrative/clerical, security, maintenance, general services, IT, switchboard, mail room, escorting, and/or any other jobs/projects, as may be required. Must have the ability to perform, guide, and report on work being performed to different supervisors. This job description includes skills and knowledge of a varied nature, but which are common duties in all positions. The incumbent performs a

variety of moderately complex administrative tasks to support management in its eventual needs, programs, and special assignments. The position provides project coordination support by compiling information from multiple sources, tracking timelines, reporting on progress of action plans and items, coordinating resources and materials, updating project databases, and preparing management reports. Incumbent may be called to work at odd hours in accordance with the presented situation. Will work on a WHEN ACTUALLY NEEDED BASIS (WAE) schedule. May be required to work on holidays and weekends.

The incumbent must be able to obtain and hold a TOP SECRET CLEARANCE.

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

QUALIFICATIONS REQUIRED

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

EDUCATION: Completion of Secondary (high school) is required.

EXPERIENCE: At least one year of prior office experience is required

LANGUAGE: Level III, (good working knowledge) reading/speaking English is required.

KNOWLEDGE: Ability to leverage technology to compile information from multiple sources. Strong communication and organizational skills. Ability to work well with individuals with diverse backgrounds. General knowledge of work performed in a big international organization under strict performance, quality control, and security requirements. Total confidentiality and reliability is required. Able to multi task and independently prioritize, demonstrate initiative, establish procedures, ensure orderly and timely work flow and problem solve. Ability and availability to work on alternative schedules, difficult conditions, and under pressure.

SKILLS AND ABILITIES: The job includes a significant level of physical activity, including standing, walking, and occasionally lifting office supply items that may weigh up to 20 pounds. Proficiency in MS Office Products (especially Word and Excel). Internet navigation and ability to learn dedicated software such as Web Pass, ARIBA, e-2, NEPA, etc. Ability to conceptualize and create report templates and formats. Ability to convert data tables into charts, graphs, and presentations. Willingness to work different schedules, including evening and weekend hours, and under difficult conditions, when necessary.

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, continuity 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). **We will not/not accept any applications that are not submitted in English; 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

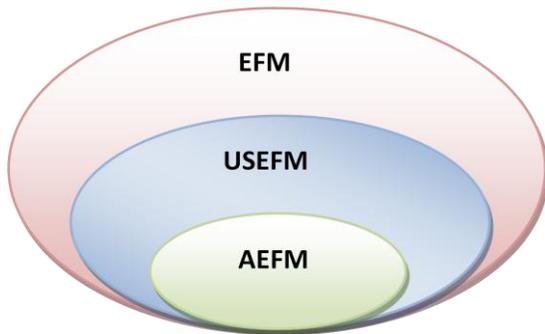
SUBMIT APPLICATION TO

Email: riorecruitment@state.gov
(with vacancy title)

POINT OF CONTACT

Human Resources Office
 Ana-Maria Miranda
 Address: Ave. Pres. Wilson, 147 – Castelo, Rio de Janeiro, RJ
 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: May 4, 2012

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.

Drafted: HR/AMCMiranda

Cleared: MGT/PHoffman