U.S. Consulate General
Rio de Janeiro, Brazil
Date: June 11, 2015
Vacancy Number: 07/2015

To: **All Interested Candidates/All Sources**

Subject: **Vacancy – Visa Clerks - (6 positions)**

This announcement will be used to establish a roster of qualified candidates which will be valid for six-months.

Note: All Ordinarily Resident (OR) applicants must have the required work and/or residency permits at the time of application to be eligible for consideration. The Mission does not sponsor work permits.

Position:	Visa Clerk, C31-1415-025, 208, 213, 225, 283 and 286 – FSN-6/FP-8*
Opening date:	Thursday, June 11, 2015
Closing date:	Thursday, June 25, 2015
Work hours:	Full-time; 40 hours/week
Starting Salary Range:	Ordinarily Resident (OR): R$45.162,00 to R$56.452,00 p.a. Not-Ordinarily Resident (NOR): US$36,353.00 p.a.**

* Actual grade and salary will be based on the qualifications of the applicant
** Overseas Comparability Pay will apply if an FMA appointment

The U.S. Consulate General in Rio de Janeiro is seeking an individual for the six Visa Clerk positions in the Non-Immigrant Visa Unit of the Consular Section.

Basic Function of Position

The incumbent performs the full range of visa processing work including reviewing applications, performing data entry, capturing photos, and printing visas in passports. The position also responds to questions from applicants and as needed drafts responses to visa questions in English and Portuguese.

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

Qualifications Required

Items 1-5 are all required.

Notes:

1) Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so will result in disqualification of your application.

2) Applicants are required to submit their applications or resumes in English.

1) Education

Completion of high school is required.

2) Experience

Administrative or clerical experience involving customer service is required.

3) Language (These may be tested)

- Level III (Good Working Knowledge) in speaking/reading/writing English is required
- Level III (Good Working Knowledge) in speaking/reading/writing Portuguese is required

4) Knowledge (These may be tested)

- Basic knowledge of Brazilian society, customs and social systems.

5) Skills and Abilities (These may be tested)

- Ability to use Microsoft Office package (Word/Outlook) is required.
- Good attention to detail and organizational skills are required.
- Excellent customer service skill is required.

Selection Process

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Qualified USEFM applicants who are also U.S. Veterans will receive the highest preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

Additional Selection Criteria (see Appendix A for definitions)

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. Current Ordinarily Resident employees of the Mission may only apply for positions at or above their current grade level.
5. 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.
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 or their application will not be considered:

1. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.

2. Application for U.S. Federal Employment DS 174 (available from the Mission website); **or**

3. A current resume or curriculum vitae that provides the same information found on the DS-174 (*see Appendix B 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 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

Email: **riorecruitment@state.gov** with vacancy title **Visa Clerk**

Point of Contact

Daisy Barbosa
Human Resources Office – 21 3823-2608
Address: Ave. Pres. Wilson, 147 – Castelo, Rio de Janeiro, RJ 20030-020
Telephone: 21 3823-2608 - Fax: 21-3823-2600

Closing date for this position: June 25, 2015

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: D.Barbosa - HR
Cleared: G. Weech-House - SHRO

APPENDIX A

DEFINITIONS

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).

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 DS-174.

Failure to do so will result in disqualification of your 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