



U.S. Consulate Sao Paulo Management Notice N°: 07 Date: February 24, 2010

To: ALL EMPLOYEES

From: MGT – Calvin Watlington

Subject: VACANCY – Consular Assistant (Biometrics)

The Consulate Human Resources Office is seeking two individuals for the position of Consular Assistant (Biometrics) to work in the Visa Section Office.

Open to: U.S. Citizen Eligible Family Members (AEFMs) – All agencies
Opening date: Wednesday, February 24, 2010
Closing date: Until Filled
Enter on duty (EOD) date: As soon as possible after selection
Work hours: Part-time, 20 hours per week
Compensation Grade: FP-07– US\$ 37,351 (To be confirmed by Washington)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF US GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

BASIC FUNCTION OF THE POSITION:

Works as fingerprint collector of non-immigrant visa applicants along with fourteen vice-consuls and two consuls.

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

A copy of complete major duties and responsibilities is available in the Human Resources Office. Contact telephone: 11-5186-7238 and/or 11-5186-7329

REQUIREMENTS

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

- 1. Education:** Completion of secondary school is required.
- 2. Work Experience:** Office or customer service work is required.
- 3. Language:** English level II (limited working proficiency) is required. Portuguese level I (rudimentary) is required. This will be tested.

4. **Knowledge:** Must possess general computer skills (Basic Windows) needed to learn the operation of Consular software application. This will be tested.
5. **Skills & Abilities:** Ability to type at level II. This will be tested.
6. **Knowledge, skills and abilities:** Ability to work under continuous pressure and deal courteously and tactfully with the public.

IMPORTANT NOTE: Applicants may be required to take other tests related to the position.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment (not applicable to WAEs).
4. 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.
5. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on the most recent Employee Performance Report are ineligible to apply.

TO APPLY

Interested applicants for this position must submit **IN ENGLISH** the following or the application will not be considered:

- Application for U.S. Federal Employment (SF-171 or OF-612); OR a current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO:

Human Resources Office

Address: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, Sao Paulo

Fax: (11) 5186-7475 or email: saopaulo-hr@state.gov with vacancy title.

DEFINITIONS

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - A. US citizen;
 - B. Spouse or child who is at least age 18;
 - C. Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - D. Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - E. Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: Until Filled

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 BY HR: E.Branco

CLEARED BY: D.Meron

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