UNITED STATES MISSION
VACANCY ANNOUNCEMENT

UNITED STATES EMBASSY OTTAWA, CANADA
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5483 FAX: (613) 688-3055

Location: HALIFAX, CANADA

CONSULAR ASSISTANT

VACANCY NUMBER: 11-35

Thursday, August 04, 2011
This Vacancy is **Open**

OPEN TO: Current Employees of the Post, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) - All Agencies

POSITION: Consular Assistant **Grade:** FSN-8
FP-6*

OPENING DATE: Thursday, August 04, 2011

CLOSING DATE: Thursday, August 18, 2011

WORK HOURS: Full time; 40 hours per week

SALARY: Ordinarily Resident - FSN-8 CDN $51,105
*Not-Ordinarily Resident - FP-6

LENGTH OF HIRE: PSA/FMA

NOTE: ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE CANADIAN CITIZENSHIP OR HAVE THE REQUIRED WORK AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in HALIFAX is seeking an individual for employment in CANADA for the position of Consular Assistant in the Consular Section.

BASIC FUNCTION OF POSITION

The incumbent is responsible for a wide range of cases involving special consular services, passport and citizenship services and federal benefits issues. The incumbent will also serve as Consular Sub-Cashier and back up Consular Assistant in the Visa Unit.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each of the six required qualifications detailed below with specific and comprehensive information supporting each item.

1. Education: Minimum two years post secondary education in General Studies is required. Plese submit a copy of your educational credentials with your application.

2. Experience: Minimum four years of progressively responsible experience requiring the application of complex regulatory material and extensive public contact is required.

3. Language: Level IV (fluent) speaking/reading/writing English is required.

4. Knowledge: The incumbent requires expert knowledge of U.S. citizenship law and related material including Department of State instructions and regulations, Canadian citizenship law and procedures throughout the four provinces of Atlantic Canada.

5. Skills and Abilities: The incumbent must be able to evaluate information in developing citizenship cases and be able to operate the full range of consular automation systems.

6. Interpersonal Skills: The incumbent must be able to communicate with tact and discretion and be able to remain calm and polite when providing customer service.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Preference Candidates should clearly identify themselves in the subject line. It is also essential that candidates address the required qualifications above in the application.

When a candidate meets all the advertised requirements of the position (e.g. education, prior work experience, language), but has no knowledge of the internal operating procedures of the section or agency, they may be hired at a Developmental Level.

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 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.

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.

6. Candidates must be able to obtain and hold a non-sensitive security clearance for this position and pass a medical examination.

7. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met.

TO APPLY

Resumes alone will not be accepted. It is a requirement that applicants provide the following:

The Vacancy Number and Position Title that candidates are applying for;

A cover letter addressing each of the six required qualifications detailed in the vacancy announcement by identifying them and addressing how the candidate meets that requirement;

The DS-174 Universal Application Form (UAF); and

Any other documentation (e.g. educational credentials) that is required in the vacancy announcement.

Candidates who are claiming U.S. Veteran preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO: Management Office
U.S. Consulate
P.O. Box 2130, CRO
Halifax, Nova Scotia B3J 3B7

POINT OF CONTACT: Management Office
Phone:(902) 429-2480

DEFINITIONS

I. 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 below) at least 18 years of age; 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 FAM3232.2.

II. 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, step-children 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 step-parents 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 step-sisters and step-brothers, 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.

III. 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.

An MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside other Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

IV. 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 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.

V. 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 Package (LCP).

CLOSING DATE FOR THIS POSITION: THURSDAY, AUGUST 18, 2011

The U.S. Mission in Canada 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.

Mail to a Friend Close