U.S. Mission – Bogota

VACANCY ANNOUNCEMENT NUMBER: 018-2016

OPEN TO: All Interested Candidates / All Sources

POSITION: Administrative Clerk

OPENING DATE: Tuesday, March 15, 2016

CLOSING DATE: Tuesday, March 29, 2016
By no later than 4:00 P.M. Eastern Standard Time

WORK HOURS: Full-time, LCP Pay Scale: 40 hours/week
Part time, FP Pay Scale: 12 hours/week

SALARY: Ordinarily Resident (OR): FSN-5 Annual Salary $21.428.317 COP.

Not-Ordinarily Resident (NOR): FP-9 Annual Salary $32.931 USD
*Final grade/step for NORs will be determined by Washington.

U.S. Citizens including U.S. Veterans who are not USEFMs (see definitions Section) if hired will be paid under the Local Compensation Plan (LCP) Annual Salary $21.428.317 COP.

Annual salary information shown above in COP and USD are established for full-time positions (40 hours/week) in accordance with the Embassy's current pay scale. **The annual salary amount for this part-time position will be proportional to the number of hours worked.**

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

The U.S. Mission in Bogota, Colombia is seeking eligible and qualified applicants for the position of Administrative Clerk in the Medical Unit (MED).

BASIC FUNCTION OF POSITION

This position is located in the Health Unit of the U.S. Embassy Bogota, Colombia and provides administrative support to the office. S/he serves as the Medical Records Clerk, by creating, organizing, maintaining and filing medical records, and maintains the Health Unit (HU) databases. The employee performs a variety of administrative and secretarial functions. Incumbent serves as the Alternate Sub-Cashier for the Health Unit's petty cash account. Job holder's position is directly supervised by the Administrative Assistant.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified. **Addressing this information in a cover letter is highly recommended.**

1. EDUCATION: Completion of secondary school is required.
Attach a copy of transcripts and/or degree certificates to be eligible for consideration.

2. EXPERIENCE: Three years of progressively responsible experience in secretarial, clerical or administrative work and one additional year of experience in records management are required.

3. LANGUAGE: All applicants must attach a copy of valid language test results in the non-primary language (English and/or Spanish) to the application of employment to be eligible for consideration. For recruitment purposes the United States Mission Colombia will only accept the language tests administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes. **Please see below instructions for Language requirement**.**

- **English Level III (Good Working Knowledge)** is required.
- **Spanish Level IV (Fluent)** is required.

4. KNOWLEDGE:

- Must have basic knowledge in Microsoft Office and the procedures for preparation and processing of correspondence. **(This will be tested)**

5. SKILLS AND ABILITIES:

- Intermediate interpersonal skills, tact, diplomacy, discretion and customer service are required. **(This will be tested)**

The application form (DS-174) with the test result(s) must be submitted before the job announcement's closing date; otherwise the application will be deemed "not eligible".

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at http://bogota.usembassy.gov/hr.html and/or by contacting the Human Resources Office at **AskHRBogota@state.gov**

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application**.**

HIRING PREFERENCE ORDER:

(1) USEFM who is ALSO a preference-eligible U.S. Veteran
(2) USEFM OR a preference-eligible U.S. Veteran
(3) FS on LWOP

****LANGUAGE REQUIREMENT**

Primary Language: In order to meet the language requirement, all applicants MUST indicate in their application or in a cover letter their primary or native language. A language test will not be required in the applicant's native language unless requested by the selecting office.

Secondary Language(s): When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify ONE and only ONE language as primary, first-spoken or native. ALL applicants are required to prove proficiency in any other language listed in the Vacancy Announcement that is not indicated by the applicant as the primary language.

LANGUAGE TESTING PROCEDURES

Most of the positions at the U.S. Embassy require specific levels of both Spanish and or English. All applicants seeking a Mission Colombia local position must attach copy of a valid language test results in the non-primary language (English and/or Spanish) to the application of employment (DS-174 form) to be eligible for consideration.

The application form with the test result(s) must be submitted before the job announcement's closing date; otherwise the application will be deemed "not eligible".

For recruitment purposes the United States Mission Colombia will only accept the language tests as follows:

English:
Test administered *by AVANTI Language School SAS*, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes.

Spanish:
Test administered by *AVANTI Language School SAS*, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes.
Failure to include the required language testing scores will result in the applicant being deemed ineligible for the position.

Language test results are valid for **one year**.

If applicants do not have a valid language score from one of the above mentioned Language Institutes, they may contact the following Institute to be tested in **English and/or Spanish** as required:

Avanti Language School: Carrera 21 # 87 – 24 Polo Club, Bogota, Colombia. Applicants must request a language test by writing to academic@avantilanguageschool.com - For further information please contact **PBX: 634-6637** or mobile **321-463-6470**. Cost of language test is the applicant's responsibility.

**** Failure to include the required language testing scores will result in the applicant being deemed ineligible for the position. ****

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a **Local Security Certification**.
5. **Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.**

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. **Universal Application for Employment (UAE) (Form DS-174),** which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. **Any additional documentation** that supports or addresses the requirements listed above (e.g. transcripts and/or degree certificates, license and language test results.)

IMPORTANT REMARKS

1. HR will only contact those applicants who demonstrate on their application form DS-174 that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). HR will only consider applicants who complete the DS-174 form. Regret letters will only be sent to short listed candidates and EFMs.
2. Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.
3. Internal candidates should refer to Section V of the Locally Employed Staff Handbook with regard to salary level when promoted or reassigned to another position.
4. The Locally Employed Staff handbook is available at the HRO office and in the HR page. Please be aware that multiple grade promotions and exception to required minimum waiting period are reviewed and approved at a Washington level based on all the requirements listed on the position description (PD).
5. Questions should be directed to the HR Office mailbox AskHRBogota@state.gov

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Interested candidates for this position must submit the DS-174 form following below items for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member **(DS-174)** must be completed in English for positions which require English level two, three, four or five.

2. The application form may be found on the website http://bogota.usembassy.gov/hr.html under New Application Form.

3. Applications should be delivered directly to the U.S. Embassy (as instructed below) in person or electronically. **Please note:** The Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

4. Any other documentation (e.g., FSI language testing scores, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

5. U.S. Citizen EFMs and non- U.S. Citizen EFMs may apply for positions as soon as the sponsor has orders assigning him/her to Embassy Bogota.

WHERE TO APPLY:

Human Resources Office
American Embassy Bogotá
Carrera 45 No. 24 B-27 **(Post 2)**

Or e-mail your application to: **jobvacanciesbogota@state.gov** this e-mail address is a *mail box* only, and emails sent will not receive a response.

If the application is sent via email please don't follow up with a hard copy.

Questions should be directed to the Human Resource Office POC mailbox
AskHRBogota@state.gov

Due to the high volume of applications received, we are unable to acknowledge the receipt of the application packages. Application packages received will not be returned or retained on file. Applicants must submit a new application for each position they apply for.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.