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UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT

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No. 064-2015 | Job Vacancy | May 14, 2015

Note 1: All Ordinarily Resident (OR) applicants, U.S. and third country citizens, who are not Family Members of USG employees officially assigned to post and under Chief of Mission authority, must attach copies of the required work and/or residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Warehouseman
FSN-2 /FP-CC

OPENING DATE: Thursday, May 14, 2015

CLOSING DATE: Thursday, May 28, 2015
by no later than 4:00 P.M. Eastern Standard Time

WORK HOURS: Full-time; 48 hours/week

SALARY: *Ordinarily Resident (OR): $15,065,370 COP
(Starting annual salary) - Position Grade: LCP/FSN-2

**Not-Ordinarily Resident (NOR): $20,419 USD
(Starting annual salary) - (Position Grade: FP-CC) to be confirmed by Washington depending upon funding availability.

Note 2: 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): $15,065,370 COP.

Funds availability limits this position to the local compensation plan.

Please pay special attention to the "Language Testing Procedures" portion (2nd page) since now applicants <u>must attach language test results</u> to the application in order to be considered.

The U.S. Embassy in Bogota is seeking an individual for the position of **Warehouseman** in the General Services Office **(GSO).**

BASIC FUNCTION OF POSITION

Performs general warehouse work that includes moving and lifting very heavy items. Operates any kind of utility car, forklift, and warehouse equipment. Performs welcome kits labor that includes inventorying, packing, unpacking and stocking items into shelving units. Helps to arrange warehouse sales, provides support to the SPM inventory teams. Incumbent will have occasional driving responsibilities.

Note 3: All Applicants must address each selection criterion detailed below, with specific and comprehensive information supporting each item. **<u>Addressing this information in a cover letter is highly recommended</u>.**

a. **Education:** Completion of high school is required. **(Attach a copy of transcripts and/or degree certificates and license to be eligible for consideration).**

b. **Prior Work Experience**: Six months of warehouse experience or an equivalent combination of warehouse and labor experience is required.

c. **Language Proficiency:** ***Please see below instructions for Language requirement*****.**

- **English Level is not required**
- **Spanish Language level 3 (good working knowledge) is required.**

d. **Skills and Abilities:**

Must be able to perform moderately heavy work including all necessary moves and lifting heavy items like furniture and equipment according to the Colombian labor regulations for the required arrangements, inventories, and warehouse sales. ***Theoretical tests will be applied.***

- Must be able to operate all kind of warehouse tools and equipment including forklifts.
- Must possess a valid local driver's license **(category C1)** and have the ability to drive government owned vehicles. **Please attach copy of the driver's license to the employment application and make sure that the license is not expired, applicants with expired licenses will not be considered.**
  Theoretical and/or practical tests will be applied.

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.

****LANGUAGE REQUIREMENT** ***(Please note new language test instructions below).***

Primary Language: In order to meet the language requirement, all applicants **MUST** indicate in their applications or in a cover letter their primary or native language. **A language test will not be conducted 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 will be tested in any other language listed in the Vacancy Announcement that is not listed in the application as a primary language.

LANGUAGE TESTING PROCEDURES

Most of the positions at the Embassy require specific levels of both Spanish and or English. All applicants must attach copies of valid language tests (in non-primary language) results to the application of employment. The Embassy will only accept the standard language tests as follows: **TOEIC, TOEFL (IBT/ITP/PBT), IELTS, iTEP, FSI,** or the specific **English test administered by** In Other Words S.A.

Applicants who have completed a University Degree in the United States or any other English speaking country will be exempt from taking the English Test.

Applicants who are currently working in a position at the Embassy that require the same level of English will be exempt from taking the English Test.

For applicants who have previous work experience at other U.S. Embassies, the language level required for the position performed at that post will be confirmed by the U.S. Embassy Bogota / Human Resources Office and applicants would be exempt from taking the English Test.

Language test results are valid for five years.

Score of English test is required and language examinations are given at**:**

- **In Other Words S.A.,** Carrera 14 A # 101-11, Oficina 201, Edificio Lúmina, Bogota, Colombia. Applicants must request an English test by writing to: inotherwords@etb.net.co or maryluzalvarez2002@yahoo.com for further information please contact PBX: 616-1671, a/o Cell phone No. 310-305-6917. **Cost of language test is the applicant's responsibility**

Score of Spanish test is required and language examinations are given at:

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

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 or with less of six months of service in their current position 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.

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 LES Handbook with regard to salary level when promoted or reassigned to another position. The LES 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), copies of this vacancy's PD are available at the HR Office. Questions should be directed to the HR Office.

TO APPLY

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. Please submit any questions to BogotaUSapplicants@state.gov

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. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 (member 4) 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., FSI language testing scores, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

6. 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 Bogotá.

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office – Attn: Recruitment Unit
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**

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. Status of announced positions is listed on the web site at: **http://bogota.usembassy.gov/hr.html** under: **About Us/Human Resources-Vacancies/Information to Apply.**

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 (Colombia) with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

  a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad (Colombia) or at an office of the American Institute in Taiwan; or
  b) 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 (Colombia) or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

3. **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 (Colombia), 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, and 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.

4. **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 U.S. 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 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 Plan (LCP).

If you meet all the requirements for this position, please submit your application form no later than the closing date Thursday, May 28, 2015 at 4:00 p.m. Eastern Standard Time.

The U.S. Mission in Colombia 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.

TRADUCCIÓN NO OFICIAL
LA VERSIÓN ORIGINAL EN INGLÉS PREVALECE SOBRE LA TRADUCCIÓN EN ESPAÑOL

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REQUISITOS

Nota 3: Todos los aspirantes deben cumplir con todos los requisitos detallados a continuación y deben adjuntar los documentos que respalden la información suministrada en la solicitud de empleo. Se recomienda adjuntar una carta de presentación.

a. **Educación:** Se requiere bachillerato completo. **(Debe adjuntar copia de los certificados de estudios para ser considerado).**

b. **Experiencia Previa:** Se requieren seis meses de experiencia de trabajo en una bodega o una combinación de experiencia como ayudante de bodega y trabajo en labores manuales**.**

c. **Idiomas: Por favor leer la información de abajo que se refiere a los procedimientos para exámenes de idiomas.**

- No requiere nivel de inglés.
- Se requiere nivel 3 de español (Buen conocimiento del Idioma).

e. **Habilidades:**

- Debe tener la habilidad de realizar trabajo pesado, incluyendo mudanzas y levantamiento de cargas pesadas como muebles y equipos, de acuerdo a las regulaciones de la ley laboral colombiana. ***Se aplicarán pruebas teóricas.***
- Debe tener la habilidad para operar toda clase de equipo y herramientas de bodega incluyendo montacargas.
- Poseer una licencia de conducir colombiana válida (categoría C1). **Por favor adjuntar copia legible de la licencia a la solicitud de empleo y revisar que la fecha de expiración no esté vencida. Candidatos con licencias de conducción vencidas no serán tenidos en cuenta.** ***Se aplicarán pruebas teóricas y/o prácticas de conducción.***

PROCESO DE SELECCIÓN

Cuando estén igualmente calificados, los familiares de empleados estadounidenses asignados oficialmente a la Embajada y bajo la autoridad del Jefe de Misión y los veteranos estadounidenses recibirán trato preferencial. Por lo tanto, es esencial que el candidato mencione estos requisitos en su solicitud si cumple con ellos.

**REQUISITO DE IDIOMAS

El candidato DEBE especificar su primer lenguaje (idioma materno, idioma nativo) en la solicitud de empleo. No se administrarán exámenes de idiomas en el primer lenguaje del candidato a menos que sea solicitado por el entrevistador.

PROCEDIMIENTOS PARA LAS PRUEBAS DE IDIOMAS

La mayoría de los cargos de la Embajada exigen niveles específicos tanto de inglés como de español. Todos los solicitantes deben adjuntar copias de los resultados de las pruebas de idiomas (de su segunda lengua) a la solicitud de empleo.

Se requiere una prueba de español para los aspirantes cuya lengua materna no sea español. Las pruebas de Español se pueden tomar en:

- **Avanti Language School,** Cra. 21 # 87 – 24 Polo Club, Bogota, Colombia. Los aspirantes deben solicitar una prueba de español por medio del siguiente correo: management@avantilanguageschool.com. Para mayor información favor contactar el PBX: 634-6637. ***Esta prueba tiene costo y debe ser asumido por el aspirante.***

Los aspirantes que hayan completado una carrera universitaria en los Estados Unidos o cualquier otro país de habla Inglesa estarán exentos de realizar la prueba de inglés

Los aspirantes que estén trabajando actualmente en un cargo en la Embajada que requiere el mismo nivel de inglés o superior, estarán exentos de tomar la prueba de inglés.

Los aspirantes que tengan experiencia laboral previa en otras Embajadas de Estados Unidos, el nivel de idioma requerido en el cargo que venía desempeñando será confirmado por la Oficina de Recursos Humanos de la Embajada de Los Estados Unidos en Bogotá y serán exentos de realizar la prueba de inglés.

Las pruebas de idiomas son válidos por cinco años.

CRITERIOS ADICIONALES DE SELECCIÓN

1. La Administración de la Embajada considerará factores como: nepotismo, conflicto de intereses, presupuesto y el permiso de residencia legal de los candidatos para determinar si los candidatos son elegibles o no.

2. Los empleados colombianos de la Embajada (LE Staff) no son elegibles para aplicar a las vacantes publicadas si se encuentran bajo un periodo de prueba o si no han cumplido seis meses de trabajo en su cargo actual.

3. Los empleados colombianos de la Embajada (LE Staff) que apliquen a las vacantes publicadas y cumplan con todos los requisitos serán considerados en los procesos de selección siempre y cuando el resultado total de su evaluación de desempeño más reciente sea satisfactorio (sección tres de la evaluación de desempeño). En caso contrario no serán elegibles para los cargos vacantes.

4. Los empleados estadounidenses que actualmente poseen un nombramiento FMA no son elegibles para aplicar a las vacantes publicadas si aún no han cumplido 90 días calendario en su cargo actual.

5. Los residentes no ordinarios que actualmente poseen un contrato de tipo PSA con la Embajada no son elegibles para aplicar a las vacantes publicadas si aún no han cumplido 90 días calendario en su cargo actual, este requisito se omite si actualmente están trabajando con un horario intermitente (WAE).

INFORMACIÓN IMPORTANTE

1. La oficina de Recursos Humanos sólo se pondrá en contacto con los candidatos que demuestren en su solicitud de empleo (formato DS-174) que cumplen o exceden todos los requisitos de la posición (educación, experiencia, idiomas, conocimientos y habilidades).

2. Los residentes ordinarios (OR), ciudadanos estadounidenses y residentes permanentes estadounidenses están sujetos a la leyes laboral y tributaria colombianas y a la ley Federal Estadounidense para impuestos y contribuciones al FICA.

3. Los candidatos internos (empleados locales de la embajada) deben referirse a la Sección V del manual de empleados con respecto al nivel salarial cuando se es promovido o reasignado a otra

posición. El manual de empleados está disponible en la oficina de Recursos Humanos y en la página web de Recursos Humanos. Por favor tenga en cuenta que para promociones multigrado y cualquier solicitud de excepción al período mínimo requerido en cada grado antes de una promoción, son revisadas y/o aprobadas a nivel de Washington. Esto se basa en el cumplimiento de todos los requisitos listados en el Descriptivo del Cargo (PD). Copias del PD para este anuncio están disponibles en la oficina de Recursos Humanos. Las preguntas al respecto deben ser dirigidas a la oficina de Recursos Humanos.

PARA PRESENTAR SU SOLICITUD DE EMPLEO

Los candidatos interesados en esta vacante deberán presentar el formato de aplicación **DS-174** siguiendo las indicaciones a continuación para ser considerados:

1. El formato universal de solicitud de empleo para empleados locales o familiares de empleados del servicio exterior **(DS-174)** debe ser diligenciado en inglés para posiciones que requieren nivel de inglés dos, tres, cuatro o cinco.
2. El formato de aplicación puede ser encontrado en la página Web: http://bogota.usembassy.gov/hr.html bajo nueva solicitud de empleo. Por favor envíe sus preguntas a BogotaUSapplicants@state.gov
3. Los candidatos que reclamen preferencia como veteranos estadounidenses deben adjuntar copia completa de su forma DD-214 (member 4) a su solicitud de empleo. Los candidatos que reclamen preferencia condicional como veteranos estadounidenses debe adjuntar los documentos que confirman su preferencia condicional.
4. Adjunte los documentos necesarios (por ejemplo: certificados de educación, licencia de conducir, visa colombiana) que demuestren que usted posee los requisitos publicados en esta vacante.
5. Los familiares de funcionarios del servicio exterior (US Citizen EFMs ó EFMs por sus siglas en inglés) pueden aplicar a los cargos publicados tan pronto como el empleado directo (sponsor) haya recibido las ordenes de viaje que lo acreditan como funcionario de la Embajada de los Estados Unidos en Bogotá.

ENTREGUE SU SOLICITUD DE EMPLEO A:

Envíe su solicitud a: jobvacanciesbogota@state.gov . Tenga en cuenta que este correo electrónico es un buzón solamente, ningún mensaje enviado a este e-mail será respondido.

Si usted envía su formato vía correo electrónico no debe enviarla en copia física.

O usted puede radicar su solicitud en:
Embajada de Estados Unidos - Bogotá
Oficina de Recursos Humanos
Unidad de Selección
Carrera 45 No. 24 B-27 (Puesto 2)

Debido al gran volumen de aplicaciones recibidas, no es posible hacer acuso de recibo. Los paquetes de aplicación no serán devueltos. Los solicitantes deberán guardar una copia para sus archivos y futuras vacantes y presentar un nuevo paquete de aplicación para cada posición a la que se postulen.
El estatus de las vacantes se encuentra en la página web:
http://spanish.bogota.usembassy.gov/em.html bajo: **Estatus de los procesos de selección.**

DEFINICIONES: (ver definiciones completas en la versión en inglés del anuncio de la vacante)

1. **Residente Ordinario:** Un ciudadano colombiano o un ciudadano de otro país que reside en Colombia y tiene los respectivos permisos de trabajo y/o residencia. Los residentes ordinarios, incluyendo a ciudadanos Estadounidenses, son compensados en el plan de compensación local.

2. **Residente No Ordinario:** Familiares de empleados estadounidenses asignados en forma oficial a la Embajada y bajo la autoridad del Jefe de Misión, quienes poseen privilegios e inmunidades diplomáticas.

Si usted cumple con todos los requisitos para esta posición, por favor envíe su aplicación con los respectivos documentos adjuntos, antes de la fecha de cierre de la vacante:
Jueves, 28 de mayo de 2015 4:00 p.m. hora colombiana.

La Embajada de los Estados Unidos de América en Colombia proporciona igualdad de oportunidades y un tratamiento justo y equitativo a la hora de contratar a sus empleados, y no discrimina por motivos de raza, color, credo, sexo u orientación sexual, edad, discapacidad, estado civil o afiliación política. El Departamento de Estado se empeña en lograr igualdad de oportunidades de empleo en todos los procesos de contratación de personal a través de continuo apoyo a programas de diversidad.

El proceso de quejas al EEO no es para personas que consideran que se les ha negado la igualdad de oportunidades de empleo con base en su estado civil o afiliación política. Las personas que deseen presentar una queja al respecto deben valerse del trámite apropiado de quejas o un tribunal de conciliación.