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**UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT**

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No. 113-2011

Job Vacancy

December 30, 2011

Note: US 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 required work visa or residency visa for Colombia to be eligible for consideration.

OPEN TO: All interested Candidates

POSITION TITLE: Human Resources Clerk
FSN-6; FP-8*

POSITION NUMBER: A54021

OPENING DATE: Friday, December 30, 2011

CLOSING DATE: Friday, January 13, 2012 by no later than
4:00 P.M. Eastern Standard Time

WORK HOURS: Full-Time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US \$35,753 (starting annual salary) (Position Grade: FP-8 to be confirmed by Washington) depending upon funding availability.

Ordinarily Resident: Col. Ps. 25.071.132 (starting annual salary) (Position Grade: LCP/FSN-6)

Note 1: U.S. Citizens including U.S. Veterans who are not USEFMs (see definitions section) if hired will be paid under the Local Compensation Plan: Col. Ps. 25.071.132.

IMPORTANT REMARKS:

1. Internal candidates (Embassy local employees) should refer to Section V of the LES Handbook with regard to salary level when promoted to another position. The LES handbook is available at the HRO office and in the HR page.
2. US 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 required work visa or residency visa for Colombia to be eligible for consideration.
3. U.S. and third country Citizens who hold Colombian nationality must attach copy of their "cédula de ciudadanía" to be eligible for consideration.

4. 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.
5. Interested candidates for this position must submit the Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) in ENGLISH. We will not accept any applications that are not submitted in English.

The U.S. Embassy is seeking an individual for the position of Human Resources Clerk in the Human Resources Office (HRO).

BASIC FUNCTION OF POSITION

The position is located in the Human Resources Office front desk, and is responsible for responding to basic inquires. Incumbent ensures that clients are referred to the correct HR staff member who can take care of their specific needs. Manages the main office telephone calls in English and Spanish, provides information, takes messages, schedules appointments and forwards calls as needed. Provides administrative support to the HR LE Staff (15 employees) and two American Human Resources Officers and assists all new and departing employees during the check-in/check-out process. Escorts visitors, receives and distributes correspondence, handles intake for employment applications and drafts and sends routine correspondence. Incumbent maintains HR files and is the office timekeeper.

Incumbent is the back-up for position A54011, Human Resources Assistant in charge of duty roster, accreditations, immunities & privileges, Colombian visas and other countries visas for US employees.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item in their application or in a cover letter.

(All applicants must meet all the requirements listed below in order to be considered for subject position)

- a. Education: Completion of high school, and secretarial training or two years of college education in the area of Human Resources, Business Administration, Psychology, International Relations or Industrial Engineering are required. (Attach a copy of transcripts and/or degree certificates to be eligible for consideration).
- b. Prior Work Experience: Three years of secretarial experience in an international office environment with at least one year experience handling databases and providing customer service is required.
- c. Language Proficiency: English level 3 (good working knowledge) is required. Spanish level 4 (fluent) is required. **
- d. Knowledge: Must have good knowledge of administrative and clerical procedures and systems such as managing files and records, databases and general office equipment principles and processes as well as excellent customer service skills.
- e. Skills and abilities: Must be proficient in typing and have excellent computer skills in Word, Excel and Outlook, and basic in Power Point and Internet. These will be tested. Must be organized, diligent to duties and able to work under pressure.

**** LANGUAGE REQUIREMENT:**

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. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed.

English language examinations are given at First Class English in Bogota at a cost of 40,000 (Colombian pesos) and out of Bogota at a cost of 60,000 (Colombian pesos); the applicant is responsible for all costs incurred for this test.

Spanish language examinations are given at Avanti in Bogota at a cost of 40,000 (Colombian pesos); the applicant is responsible for all costs incurred for this test.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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 Locally Employed Staff (LES) are ineligible to apply for advertised positions within the first six months of employment in their current position and during probationary period.
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

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). This form is available at the Embassy reception or you may request it via e-mail to: BogotaHRApplicationForm@state.gov
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 (member 4) with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
4. US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá.

NOTE 1: 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.

NOTE 2: Internal candidates should refer to Section V of the LES Handbook with regard to salary level when promoted or reassigned to another position. 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.

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office
Attention: Recruitment Unit
Carrera 45 No. 24 B-27

Alternatively you could e-mail your application to: jobvacanciesbogota@state.gov Please note that this e-mail address is a mail box only. Any messages sent to this box will not receive a response. **Please do not mail a hard copy of your application package to us if you have already sent it via e-mail.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

The Embassy is unable to acknowledge the receipt of applications packages due to the high volume of applications received, please assume that you were not selected if you have not heard from us within six weeks of the vacancy announcement's closing date.

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
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 (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.

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).

**IF YOU MEET ALL THE REQUIREMENTS FOR THIS POSITION, PLEASE SUBMIT YOUR
APPLICATION FORM NO LATER THAN THE CLOSING DATE
FRIDAY, JANUARY 13, 2012 AT 4:00 P.M. EASTERN STANDARD TIME**

The US 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.