



# Vacancy Announcement

## VACANCY ANNOUNCEMENT NUMBER: 61

The U.S. Embassy in Cairo is seeking an individual for the position of **Temporary Visa Clerk** in the Consular Section.

**OPEN TO:** All interested Candidates.

**POSITION:** **Temporary Visa Clerk** - LES-6<sup>(1)</sup>; FP-8<sup>(2)</sup>

**OPENING DATE:** June 22, 2015

**CLOSING DATE:** Open until filled

**WORK HOURS:** Temporary Not to Exceed 3 Months.

**SALARY:** (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-6, step 1 is L.E. 52,777.

(2) Actual FP grade and salary will be determined by the US Department of State.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

### BASIC FUNCTION OF POSITION

The incumbent is a Visa Clerk in the Immigrant/Diversity Visa Unit (IV/DV). The incumbent provides full clerical support for the Visa Section by (1) maintaining applicants' personal documents and the IV/DV file system; (2) preparing travel packets for applicants after cases have been adjudicated and visas have been printed; (3) pre-screening immigrant and diversity visa cases scheduled for interview and entering data on these cases; (4) preparing cases for final evaluation and interview by the American Consular Officer; (5) responding to routine inquiries and correspondence related to IV/DV cases.

### QUALIFICATIONS REQUIRED

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

1. Completion of secondary school is required.
2. Level IV (fluent) in English and Arabic is required.

## **SELECTION PROCESS**

### **"Mission policy prohibits pre-selection of applicants."**

Best qualified displaced/RIFed employees will receive priority consideration if no US Citizens Family Members, or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) 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. 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 EFM's who hold an FMA appointment 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 applicants for this position must submit the following to be considered:**

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

## **SUBMIT APPLICATION TO**

Human Resources Office

Attention: Lamiaa Hafez , Cindy El Deib or Wasfy Elhag Baba

U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City

Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)