VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
SAN SALVADOR

No. 14-55	**Commercial Administrative Assistant** **Position Vacancy**	**Date:** **11/19/14**

OPEN TO: All Interested Candidates

POSITION: Commercial Admin Assistant, FSN-8, FP-06

OPENING DATE: November 19, 2014

CLOSING DATE: December 3, 2014

WORK HOURS: Full time; 40 hours/week

SALARY: *EFM Position grade: FP-06 – Type of Hire: PSA (not entitled to TSP, FEGLI, and overseas compatibility pay)
*Locally Employed Staff: $ 19,140 (Starting salary: BR + Allowances)

Due to budgetary considerations, Post cannot provide Highest Previous Rate above Step 5 of the grade of the position.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in San Salvador is seeking one individual for the Commercial Administrative Assistant position in the Department of Commerce.

BASIC FUNCTION OF THE POSITION

Incumbent serves as the confidential assistant to the Regional Senior Commercial Officer (RSCO), and the Commercial Officer (CO) performing a wide range of support services such as general services, technology support duties and travel support duties. In addition, incumbent will be engaged in the export promotion activities.

For a complete description of the position listing all duties and responsibilities please see the following link: Commercial Admin Asst., FSN-8, FP-6 (PDF 102KB)

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Completion of two years of college studies is required.

2. **EXPERIENCE:** Three years of administrative experience with at least one year of experience in business, government or NGO's in the fields of marketing, trade promotion, economics, international trade is required.

3. **LANGUAGE:**
   English: Level IV (Fluent knowledge) Speaking/Reading is required.
   Spanish: Level IV (Fluent knowledge) Speaking/Reading is required.
   (Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage) These are not FSI levels.

4. **KNOWLEDGE:** Must have good knowledge of local business firms, trade practices, restrictions, organizations and customs, of marketing and sales techniques. Must have basic knowledge of operation and maintenance of IT systems, infrastructure and peripherals and basic knowledge of common office equipment, e.g. computer networking equipment, basic software programs.

5. **SKILLS AND ABILITIES:** Must be able to use graphics and related software, digital cameras and images/photograph management tools, e.g. Photoshop, Paint Shop Pro, scanners, DVD and CD burners, telecommunication programs, and videoconferencing equipment; and be able to troubleshoot technical problems.

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 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 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 applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174); **http://eforms.a.state.gov/editdocument.aspx?documentid=2020**

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above.

4. Please drop the physical DS-174 application at the Embassy. Hours open: 9:00 am to 11:00 am and 2:00 pm to 4:00 pm.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy San Salvador

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invitedfor an interview will be notified regarding the status of their applications.

DEFINITION

1. US Citizen Eligible Family Member (USEFM) **–** an EFM who meets the following criteria:

- US Citizen; and,
- EFM 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 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 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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

CLOSING DATE FOR THIS POSITION: December 3, 2014

The US Mission in San Salvador 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.

Cleared: HRO/FMO/RSCO
Approved: MGT:ADEULUS