VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
SAN SALVADOR

No. 13-20	**Facilities Manager Specialist** **Position Vacancy**	Date: 6/20/13

OPEN TO: All In-House Candidates

POSITION: Facilities Manager Specialist, FSN-10, FP-5

OPENING DATE: June 20, 2013

CLOSING DATE: July 3, 2013

WORK HOURS: Full time; 40 hours/week

SALARY: FMA Position grade: FP-05 (to be confirmed by Washington)
Locally Employed Staff: $35,562 (Starting salary: BR + Allowances)

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

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 Facilities Manager Specialist position in the International Law Enforcement Academy (ILEA).

BASIC FUNCTION OF THE POSITION

Incumbent is responsible for the management of services and processes that support the core activities of ILEA, monitoring of approximately US $ 4 million annually that covers all responsibilities in reference to the coordination and monitoring of maintenance, constructions and repairs and for the welfare and safety of ILEA staff and students participating in the courses both during construction and after completion of the facilities.

For a complete description of the position listing all duties and responsibilities please see the following link:

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Bachelor degree in Civil Engineering or Architecture is required.

2. **EXPERIENCE:** Minimum of five years in the design and implementation of a large construction project and three years of management experience 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 strong working knowledge of the local building codes, local construction practices and methods and environmental regulations.

5. **SKILLS:** Must have strong management, communication, writing and interpersonal skills.

6. **OTHER CRITERIA:** Must have knowledge of AutoCAD, Sketch-up, Microsoft Project, Excel and Word; use of basic mechanic and electric tools.

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://sansalvador.state.gov/content/offices/HRO/jobs.html or
   http:sansalvador.usembassy.gov

or a current resume/curriculum vitae that provides the same information as an DS-0174;
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.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy San Salvador
hross@state.gov

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) **–** For purposes of receiving a preference in hiring for a qualified position, 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;

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, 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, 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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. 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 LCP.

CLOSING DATE FOR THIS POSITION: July 3, 2013

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: ILEA/FMO/HRO
Approved: MGT:MBARROW