



Embassy of the United States of America

Guatemala City, Guatemala

U.S. Mission in Guatemala

VACANCY ANNOUNCEMENT NUMBER: G16-007 DEVELOPMENTAL LEVEL

OPEN TO: All Interested Candidates / All Sources

POSITION: Rule of Law Advisor

OPENING DATE: April 1, 2016

CLOSING DATE: April 15, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: *Ordinarily Resident (OR): FSN-12/FSN-11*
(a) Q354,093.00 (Starting Annual Salary)**
(b) Q310,769.00 (Starting Annual Salary)***

Not-Ordinarily Resident (NOR): FP-3/FP-4
***Final grade/step for NORs will be determined by Washington.**
(a) \$78,529.00 (Starting Annual Salary) **
(b) \$63,632.00 (Starting Annual Salary) ***

**** (a) Full Performance Grade / *** (b) Developmental Level**

**All qualifications criteria must be met. Actual grade and salary will be based on the job knowledge of the applicant. Employee will be eligible for promotion to the full performance level (FPL) after serving for one year. Please indicate whether you are applying to the full or developmental level.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Guatemala is seeking eligible and qualified applicants for the position of **Rule of Law (ROL) Advisor** at the International Narcotics and Law Enforcement Affairs Office (INL).

BASIC FUNCTION OF POSITION

Incumbent serves as the INL Program Manager for the Rule of Law Program which focuses on reform efforts within the Public Ministry and Judiciary with overall funding of up to 7,000,000 annually. Incumbent will also serve as primary legal Advisor for these and all other INL projects. The position reports directly to the INL Director and services as the primary liaison between the INL Director and the Government of Guatemala on public ministry, judicial and legal reform issues.

Incumbent is responsible for the manager of new and existing resources for a comprehensive program aimed to strengthen the Guatemalan justice sector, through the Public Ministry and Judicial sectors. This function includes oversight, planning, coordination and integration with other INL and Embassy programs as well as high-level Guatemalan governmental authorities.

The incumbent is considered the Embassy's expert on legal issues, particularly those related to the entire range of organized crime and counternarcotic issues, and in this capacity, provides advice and recommendations to INL Director and other INL programs as well as to the Embassy's Executive Office and economic, political and consular sections. The position also requires constant analysis of legislation and the suggestion, drafting and proposal of new laws covering a variety of criminal activities. The advisor will supervise one local administrative assistant and on average, four to five Third Party Contractors. The Advisor performs full range of duties without day-to-day assistance and without direct supervision. Position requires travel within Guatemala and abroad.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Completion of Law Degree from Guatemalan University or equivalent is required.

2. EXPERIENCE: A minimum of five (5) years' experience in working with the host government legal institutions is required.

3. LANGUAGE: Level IV (fluent) written/spoken English and Level IV (fluent) written/spoken Spanish are required. **(This will be tested.)**

4. SKILLS AND ABILITIES: Incumbent should have training in specific legal areas such as counter-narcotics laws and governmental institutions; maritime and money laundering laws. In addition, incumbent must be trained in procurement and general contracting requesting procedures. Incumbent should also have experience with program design, management and evaluation.

5. JOB KNOWLEDGE:

(a) Incumbent must have knowledge of the USG Mission Performance Plan, USG reporting and monitoring requirements and INL guidelines. Regarding the host nation, incumbent must have thorough knowledge of Guatemalan government institutions and procedures that deal with the justice sector. In this respect, holder must be aware of national policies, yearly plans and budgets, and the governmental official four-year plan. In addition, the holder must be knowledgeable on reports, studies and statistics on the performance of the judicial and law-enforcement institutions, the general institutional structure (including administrative and legal functions of the different agencies), and be familiarized with authorities and their professional backgrounds. The holder should also be knowledgeable on

Guatemala's overall illicit drug traffic status (demand reduction, supply reduction and control measure) and able to interpret its progress regarding the fight against illicit drug traffic in terms of international conventions. Regarding specialized subject matter knowledge, the holder must be an expert in counter-drugs and money laundering domestic legislation as well as anti-organized crime and anti-corruption regional, hemispheric and international conventions.

(b) Regarding the host nation, incumbent must have thorough knowledge of Guatemalan government institutions and procedures that deal with the justice sector. In this respect, holder must be aware of national policies, yearly plans and budgets, and the governmental official four-year plan. In addition, the holder must be knowledgeable on reports, studies and statistics on the performance of the judicial and law-enforcement institutions, the general institutional structure (including administrative and legal functions of the different agencies), and be familiarized with authorities and their professional backgrounds. The holder should also be knowledgeable on Guatemala's overall illicit drug traffic status (demand reduction, supply reduction and control measure) and able to interpret its progress regarding the fight against illicit drug traffic in terms of international conventions. Regarding specialized subject matter knowledge, the holder must be an expert in counter-drugs and money laundering domestic legislation as well as anti-organized crime and anti-corruption regional, hemispheric and international conventions.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at http://guatemala.usembassy.gov/employment_opportunities.html.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFM, USEFM, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
5. Candidates must be able to hold and obtain a **LOCAL** clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Cover letter;
3. Copy of CV;
4. Copy of national document (DPI); and
5. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office Envelope addressed to Ms. Carolina Búrban
Mailing Address: Corner of 1a. Avenida/7a. Calle "A" zona 10
E-mail Address: GuatemalaRecruitment@state.gov (electronic applications will only be received for candidates living outside of Guatemala)

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

APPENDIX A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.