



Embassy of the United States of America

Guatemala City, Guatemala

April 16, 2013

**VACANCY ANNOUNCEMENT
13-012**

OPEN TO: All Interested Candidates

POSITION: Deputy Director of Management and Operations
FSN-11/FP-4

OPENING DATE: April 17, 2013

CLOSING DATE: May 1, 2013

WORK HOURS: Full time; 40 hours/week

SALARY: *Ordinarily Resident (OR): Position Grade FSN-11
Q 310,769.00 p.a.

*Not-Ordinarily Resident (NOR): Position Grade: FP-4
\$ 61,759.00 USD p.a.

NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. PLEASE REFER TO THE DEFINITIONS SECTION AT THE END OF THIS ANNOUNCEMENT.

The U.S. Embassy in Guatemala is seeking an individual for the position of **Deputy Director of Management and Operations at the Peace Corps (PC)**.

BASIC FUNCTION OF THE POSITION:

The Deputy Director of Management and Operations (DDMO) formulates, presents, executes, and analyzes the Peace Corps Country budget. S/he provides analysis on significant financial management issues. Under the supervision of the USDH Director of Management and Operations (DMO), the DDMO is responsible for budget formulation, implementation and monitoring, all general accounting transactions in a complex database called FOR POST, volunteer "workload forecasting" management, reconciliation and documentation for all Peace Corps Guatemala financial transactions, including contracts, travel and procurement. The DDMO provides financial data and analysis for budgetary matters such as preparation of the annual Operating Plan, Mid-Year Budget Review and Periodic Budget Reviews. The Incumbent will directly supervise up to three Administrative Staff. This is a multi-function position requiring a great degree of planning, flexibility, creativity and a high degree of organization and ethics. The Incumbent is the Financial and Technical Expert in the Administrative Office providing advice to DMO when required in matters related to financial management and local procedures established by country law. The DDMO works directly with OGAP/Washington, local banks and

vendors, staff, landlords, and Volunteers. In performance of these duties, the incumbent interprets and becomes an expert on relevant administrative/financial management matters contained in applicable Peace Corps Manual sections and the Overseas Financial Management Handbook (OFMH). In the absence of the DMO, serves as Acting DMO in matters including signatory authorities of obligations, procurement and as receiving officer. The DDMO is the Class B Alternate Cashier in the absence of the Principal Cashier. Serves as the Medical Supply Inventory Control Clerk (MSIC Clerk) as designated by the Country Director. The MSIC Clerk maintains the Medical Inventory Control Log, which houses the inventory status of all medical supplies that are specially designated or controlled substances purchased, received, and stocked at post.

A copy of the complete position description, which lists other duties, responsibilities and qualifications which will also be considered during the hiring/interview process is available in the Human Resources Office. Contact Tel. 2326-4319, 2326-4335, 2326-4578.

QUALIFICATIONS REQUIRED:

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

1. A university degree in Business Administration or Accounting is required.
2. From four to six years of progressively responsible administrative management and finance work experience is required. Demonstrated familiarity with US Government financial procedures - experience with Peace Corps or other American organization receiving USG funding preferred. At least one year of supervisory/managerial experience required.
3. Level IV (Fluent) speaking/writing English is required. Level IV (Fluent) speaking/writing Spanish is required. Candidates will take proficiency tests. English native speakers will take Spanish test (IGA). Spanish native speakers will take English test (TELP).
4. Good working knowledge to use Microsoft Access, Excel, Word and Outlook is required. Candidates will take proficiency tests.
5. Incumbent must resolve issues in regards to financial, administrative and contract management conflicts, delay in delivery of supplies, equipment, etc. The incumbent utilizes available guidelines for most matters, however must be able to make judgment calls when the need arises especially when dealing with staff h/she supervises.
6. Must have excellent interpersonal and communication skills in order to deal effectively with vendors, Peace Corps/Guatemala staff and volunteers, Peace Corps Headquarters staff, landlords, ability to supervise and monitor staff performance. Ability to work under pressure and to prioritize tasks during work overload. Demonstrated ability to work independently and problem solve under pressure with limited supervision; ability to meet deadlines, attention to detail, highest level of integrity and honesty required. .

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. 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 U.S. 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.
6. The candidate must be able to obtain a **LOCAL** security clearance.

TO APPLY

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

1. Cover letter requesting the position, the Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174);
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., photocopy of ID Card [cédula de vecindad]/DPI, driving license type "A," essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Carolina de Martinez
American Embassy Guatemala
7a. Calle "A" 7-01 zona 10

or

E-mail address:
GuatemalaRecruitment@state.gov

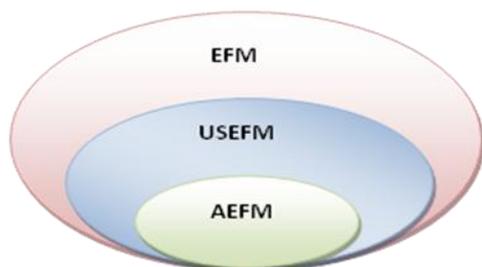
CLOSING DATE FOR THIS POSITION: MAY 1, 2013

The U.S. Mission in Guatemala 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



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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 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.

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 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, 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 U.S. 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 U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- a. Position Title
- b. Position Grade
- c. Vacancy Announcement Number (if known)
- d. Dates Available for Work
- e. First, Middle, & Last Names as well as any other names used
- f. Current Address, Day, Evening, and Cell phone numbers
- g. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- h. U.S. Social Security Number and/or Identification Number
- i. Eligibility to work in the country (*Yes or No*)

- j. Special Accommodations the Mission needs to provide (*Yes or No; if yes provide explanation*)
- k. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- l. Days available to work
- m. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- n. U.S. Eligible Family Member and Veterans Hiring Preference
- o. Education
- p. License, Skills, Training, Membership, & Recognition
- q. Language Skills
- r. Work Experience
- s. References