

# MANAGEMENT NOTICE

## Vacancy Announcement

American Consulate General, Guayaquil

<b>Number:</b>	2013-HR-08	<b>To:</b>	U.S. Appointment Eligible Family Members
<b>Date:</b>	July 9, 2013	<b>From:</b>	David Liboff / Management Officer
<b>Subject:</b>	Professional Adjudication Specialist		

**OPEN TO:** Only U.S. Appointment Eligible Family Members

**POSITION:** Professional Adjudication Specialist  
FP-6, FP-5 or FP-4 (depending upon educational qualifications)

**OPENING DATE:** July 9, 2013

**CLOSING DATE:** Until filled

**WORK HOURS:** Full time 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (FP grade is confirmed by Consular Affairs in Washington)  
FP-6 US\$44,737 p.a. (starting salary)  
FP-5 US\$50,043 p.a. (starting salary)  
FP-4 US\$61,759 p.a. (starting salary)

**Note 1:** All positions advertised are subject to availability of funds.

### IMPORTANT REMARKS:

1. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

### VACANCY NOTICE:

The U.S. Consulate General in Guayaquil is seeking a U.S. Appointment Eligible Family Member for the position of Professional Adjudication Specialist (PAS) in the Consular Section.

## **BASIC FUNCTION OF POSITION**

The incumbent serves as a Professional Adjudication Specialist, providing visa services and American citizen services under the supervision of the consular section chief and deputy chief. The incumbent conducts interviews with visa and passport applicants (if the required level of the post language is obtained) and makes appropriate decisions with regard to eligibility. Other responsibilities may be required as needed, including pre- and post-interview processing, biometric collection, and services to assist American citizens in need.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office intranet website or the Embassy internet <http://guayaquil.usconsulate.gov/about-us/job-opportunities.html>

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. If you submitted previous applications, you will still need to provide documentation for this position.**

1. Completion of high school and attendance at an accredited college or university for at least one semester, earning at least 11 credit hours as part of a degree program is required.
2. Successful completion of the 31-day Basic Consular Course at FSI (PC 530) within the past five years; OR employment in a position with consular adjudication authority for twelve months within the past five years; OR willing and able to attend the PC 530 course prior to assuming the PAS position, and otherwise qualified for the PAS position.\*

\*Please note: Funding will only be provided for the PC 530 training if the candidate is currently employed in the consular section. In the event that funding is provided for the training, the candidate **must** be able to serve at least twelve months in the PAS position after successful completion of PC530.

3. (Note: This qualification applicable only if all consular officer line positions at post are language designated)

Foreign Language requirement: A current FSI-tested Spanish score of 3/3 is required however a waiver of this requirement can be approved on a case by case basis.

4. English Language Requirement: Level IV Speaking/Reading/Writing English is required for appointment to the position. Applicants will be required to demonstrate written language proficiency by completing a writing sample, proctored by an official US direct hire.

A passing score on the Expanded Professional Associate Program writing assessment OR placement on the Foreign Service generalists register will also be accepted.

5. Possession of at least a secret level clearance is required in order to be appointed to the position. However, application for a PAS position can be considered in advance of receipt of the security clearance. An interim clearance is sufficient while the clearance application is being considered.

## **GRADE**

The successful applicant's hiring grade will be determined by their highest educational qualifications, as follows:

- FP-06: Bachelor's degree or lower
- FP-05: Master's degree or Juris Doctor
- FP-04: Doctorate degree

## **ADDITIONAL SELECTION CRITERIA**

1. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
2. Post HR conducts the initial eligibility and qualifications review of applications. HR forwards only the applications meeting the qualifications listed above to the Bureau of Consular Affairs Executive Office (CA/EX) for consideration. The consular section may interview qualified applicants and forward the results of the interview to CA/EX.
3. Management will consider nepotism/conflict of interest in determining successful candidacy.
4. CA/EX reviews all qualified applications, including writing sample submissions, and when feasible, incorporates comments from applicant interviews with post consular section chief and/or CA/EX staff. CA/EX makes the final hiring decision and relays the decision to post's Human Resources Officer. Post HR requests the FMA appointment to the regional bureau's Family Member Employment Coordinator.
5. Employment eligibility criteria for this position were established and approved by CA/EX.

## **TO APPLY**

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

1. Application for U.S. Federal Employment (DS-0174)
2. Candidates who claim U.S. veteran's preference must provide a copy of their Form DD-214 with their application and clearly mark the preference on the application. To claim veteran's preference applicant must meet all the criteria given by the Office of Personnel Management (OPM). HR will review all DD-214 forms against OPM requirements.
3. Evidence of PC-530 completion or requisite employment as a designated consular associate.
4. Any other documentation (FSI language testing scores, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

- 1) Email (preferred method): [hroquito@state.gov](mailto:hroquito@state.gov)
- 1) Per hand delivery (please note this method often results in applications not getting any form of response on the recruitment process)  
American Consulate General  
9 de Octubre y Garcia Moreno  
Attention: Human Resources

#### **DEFINITIONS**

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 (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.

**CLOSING DATE FOR THIS POSITION:** Open until filled.

The US Mission in Ecuador 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.

CONS: xxxx

MGT: DLiboff

FMO: MTorres/CBergaust