

# MANAGEMENT NOTICE

## Vacancy Announcement

American Consulate General, Guayaquil

<b>Number:</b> 2012-HR-07	<b>To:</b> ALL USDH EMPLOYEES / ALL AGENCIES
<b>Date:</b> February 16, 2012	<b>From:</b> David Liboff / Management Officer
<b>Subject:</b> Regional Security Office Administrative Assistant	

**OPEN TO:** U.S. Citizen Eligible Family Members (AEFMs) – All agencies

**POSITION:** Regional Security Office Administrative Assistant  
FP-8

**OPENING DATE:** February 16, 2012

**CLOSING DATE:** March 01, 2012 (COB)

**WORK HOURS:** Part-time position (30 Hours a week)

**SALARY:** \*Not-Ordinarily Resident:  
(FP grade is confirmed by Washington)  
FP-8: US\$ 26,814.74 p.a. (starting salary for 30hrs p/week)

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

### IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. 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.

The U.S. Consulate General in Guayaquil is seeking an individual for the position of Regional Security Office Administrative Assistant in the Regional Security Office.

## BASIC FUNCTION OF POSITION

Incumbent will provide routine secretarial support for the RSO, including typing, filing, taking phone calls, retrieving and routing internal correspondence, data base management, DS application management, meeting and appointment coordination, mail and telegrams. Assists in other routine secretarial support as needed by the RSO.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office intranet website or the Consulate General internet <http://ecuador.usConsulate General.gov/news/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.**

- a) **Education:** High school diploma (or GED equivalent). (Send copy of HS degree with application to be considered)
- b) **Prior Work Experience:** At least two years of previous secretarial and/or clerical experience is required.
- c) **Language Proficiency:** Language Proficiency Level IV English (Fluent). (Will be tested)
- d) **Job Knowledge:** Must have good working knowledge of secretarial and/or clerical office procedures.
- e) **Skills and Abilities:** Must have good writing and oral communication skills, plus ability to operate computer word processing software, preferably Microsoft office applications including web based applications (Word, Excel, MS Mail, Schedule+ and Access, Internet). Must have typing skills of 45 words per minute (will be tested).

## SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current employees serving a probationary period are not eligible to apply.
4. 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.

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 and hold a **top secret security clearance**.
7. **The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.**
8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes test results.
9. Employment eligibility criteria for this position were established by the hiring supervisor.
10. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
11. The Consulate General will review work references or ask applicant for support documentation of any of the information submitted on applications.

## **TO APPLY**

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

1. Application for U.S. Employment (DS-0174); or
2. A current resume or curriculum vitae that provides the same information as an DS-0174; plus:
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application and clearly mark the preference on the application or curriculum. 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.
4. Ecuadorian work and/or Residency permit required with application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

- 1) Per email (preferred method)  
E-mail: [gyqrecruitment@state.gov](mailto:gyqrecruitment@state.gov)
- 2) 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: March 01, 2012**

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.

RSO:JSims  
HR: ANegrete /DLiboff  
FMO: TSchmitz/MTorres