

# MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: VN – <b>Temporary Consular Assistant</b>			
Office: HR	No. 071/12	Date: 04/12/12	Reference: N/A

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

**POSITION:** Temporary Consular Assistant  
Full performance: FP-7

**OPENING DATE:** April 12, 2012

**CLOSING DATE:** April 26, 2012 (COB)

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

**SALARY:** Not-Ordinarily Resident: (FP grade is confirmed by Washington)  
Full-Performance: FP-7: US\$ 39,994 p.a. (starting salary)

**LENGTH OF HIRE:** **Temporary position: Until filled by a consular associate with consular training – at least through September**

**Note 1:** **Only U.S. Citizen eligible family members (AEFM) as defined below of the U.S. government employees assigned to the mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM authority does have to be officially assigned to Post.**

**Note 2:** 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. Embassy in Quito is seeking an American Eligible Family Member (AEFM) for employment in country for the position of Temporary Consular Assistant in the Consular Section.

## **BASIC FUNCTION OF POSITION**

Incumbent will be responsible for a variety of American Citizen Services and some Non-Immigrant Visa Services duties. Incumbent must be a dynamic, energetic individual willing to do a wide variety of tasks as determined by often unpredictable and varied workflow.

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://ecuador.usembassy.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 is required.
- b. **Experience:** Two years of general office experience, including clerical duties and working with the public is required.
- c. **Language:** Level IV (Fluent) written/spoken English and Spanish Level II (Limited knowledge) oral/reading are required. Applicant must attach the English and Spanish proficiency test report from Bloomfield Language School for the application to be considered (see below in section “To apply” for details).
- d. **Knowledge:** Must have an excellent understanding of Microsoft applications (Word, excel, outlook). Must be able to draft correspondence in English to answer a variety of citizenship inquiries from the public plus must also be able to reference Foreign Affairs Manual to respond inquiries. (These will be tested by HR)
- e. **Skills:** Must have ability to multitask, effective communication and good interpersonal skills and must be able to work throughout the consular peak season, June – September.

## **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 US 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 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.**
7. All preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes test results.
8. Employment eligibility criteria for this position were established by the hiring supervisor.
9. 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.
10. The Embassy 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. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Language report from Bloomfield Language School, Alemania N30-169 y Vancouver, tel. 2548-624 or 2902791. For applicants living abroad see details under:  
<http://ecuador.usembassy.gov/news/job-opportunities/language-testing-policy.html>

## **SUBMIT APPLICATION TO**

- 1) Per email (preferred method)  
E-mail: [hroquito@state.gov](mailto:hroquito@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 Embassy  
Avigiras E12-170 y Av. Eloy Alfaro  
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.

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: April 26, 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.

Cons: JSavage  
HRS: PDurango  
FMO: TSchmitz