MANAGEMENT NOTICE

Vacancy Announcement

American Consulate General, Guayaquil

Number:	2015-HR-19	**To:**	ALL INTERESTED CANDIDATES
Date:	June 8, 2015	**From:**	Donald Coleman / Management Officer
Subject:	**PROPERTY DATABASE CLERK**		

OPEN TO: **All interested candidates**

POSITION: Property Database Clerk
FP-08 FSN-06

OPENING DATE: JUNE 8, 2015

CLOSING DATE: JUNE 22, 2015

WORK HOURS: Full-time

SALARY: ***Not-Ordinarily Resident:** (FP grade is confirmed by Washington)
Position Grade: FP-08 US$36,353 per annum (starting salary)
(Only U.S. EFMs can qualify. See under definitions below)

***Ordinarily Resident:**
FSN-6: US$20,312.00 per annum (starting salary)

Note 1: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration. See definitions for Ordinarily Resident and Not-Ordinarily Resident

Note 2: All positions advertised are subject to availability of funds.

Note 3: U.S. Citizens including U.S. Veterans who are not AEFMs (see definitions section) if hired will be paid under the Local Compensation Plan.

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.

VACANCY NOTICE INFORMATION:

The U.S. Consulate General in Guayaquil is seeking an individual for the position of Property Database Clerk in the General Services Section.

BASIC FUNCTION OF POSITION

The incumbent, under the supervision of the Property Unit Supervisor, is responsible for managing all expendable property and property records for Consulate General Guayaquil. This includes managing expendables within the ILMS database (and other databases when necessary) and coordinating with the Receiving Clerk regarding new items. The incumbent is responsible for the inventory of all expendable items at the warehouse, storerooms, and Consulate building.

A copy of the complete position description listing all duties and responsibilities is attached to this vacancy announcement.

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: Completion of Secondary Education is required.

B. **Prior Work Experience:** Two years warehouse, inventory, or supply or related experience is required.

C. **Language Proficiency:** Level III (good working knowledge) written/spoken English and Spanish are required.

D. **Skills and abilities:** Must have excellent computer skills (Microsoft Word, and Excel) and possess data entry skills necessary to manage property databases. Must have a valid driver's license with a good driving record. Send copy of driver's license with application for consideration.

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 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, including 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.
11. Important: When the position is part-time or full-time, HR will review applications with the same criteria of applications. In order to be qualified for the position, the applicant must meet all advertised requirements. For example, if the position requires three years prior work experience in visa work, then the applicant must have at least three years prior work experience in that area. Two years, ten months does not meet the requirement, and therefore, the applicant is not qualified and may not be interviewed

TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-0174. Request copy at GuayaquilHRForms@state.gov); or A current resume or curriculum vitae that provides the same information as an DS-0174; plus:
2. 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.
3. Ecuadorian work and/or Residency permit required with application.
4. 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
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
   Calle Santa Ana y Ave. Jose Rodriguez Bonin
   Sector San Eduardo
   Attention: Human Resources

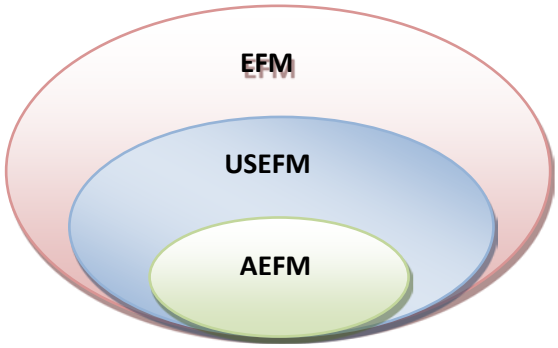
CLOSING DATE FOR THIS POSITION: JUNE 22, 2015

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.

MGT: DColeman GSO: JThompson FMO: MTorres / EHamrick

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