

**VACANCY ANNOUNCEMENT
U.S. CONSULATE GENERAL HAMILTON**

2015/01

August 31, 2015

OPEN TO: US Citizen Appointment Eligible Family Members (AEFMs)

POSITION: Consular Associate – FP-07*

OPENING DATE: August 31, 2015

CLOSING DATE: September 14, 2015

WORK HOURS: Full Time (40 hours per week)

SALARY: *Not-Ordinarily Resident (NOR): 35,014 USD p.a. (Starting Basic salary)
(Position Grade: FP- 07*)

*Grade to be determined by HR/OE

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFMs) AS DEFINED BELOW OF 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 CHIEF OF MISSION AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The Consulate General of the United States of America in Hamilton is seeking an individual for the position of a Consular Associate.

BASIC FUNCTION OF THE POSITION

The incumbent in this position will be responsible for day-to-day operations of the Consular section under the overall supervision of the Consular Section Chief, assisting in the non-adjudicatory visa processing, fraud prevention, passport, citizenship and special American citizen services. The successful applicant must obtain and maintain a security clearance and have successfully completed the PC-543 FSI (Foreign Service Institute) Consular General course.

To obtain a copy of this announcement and the full position description, please contact HamiltonHR@state.gov

POSITION REQUIREMENTS:

NOTE: All applicants **MUST address each selection** criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. A high school diploma is required.
2. 2 Years of experience in a professional office environment is required.
3. Level IV (Fluency) in Speaking/Reading/Writing English is required.
4. General understanding of USG policies related to the area of consular/visa operations is required.
5. Must be proficient in Microsoft Office Word, Excel and Outlook. Must have tact and excellent judgment in dealing with the general public, as well as sensitivity in evaluating evidence and applying complex regulations correctly is required. Accuracy in drafting, typing, and word processing for reports and correspondence required.
6. Must have satisfactorily completed PC543, the Consular General Course.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) 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. Secret level clearance is required.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of the employment.
4. Current employees serving a probationary period are not eligible to apply
5. Currently employed NORs hired under a Personnel 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. Only successful applicants who meet the minimum requirements will be notified.
7. The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.

TO APPLY

Interested candidates for this position should submit the following or the application will not be considered:

- A. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or,
- B. A current résumé/curriculum vitae that provides the same information as an DS-174; PLUS
- B. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 with their applications. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application, and
- C. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum qualifications of the position, as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Human Resource Assistant
Crown Hill, Middle Road
Devonshire DV 03
HamiltonHR@state.gov

POINT OF CONTACT:

Human Resources Office
Telephone: 441-295-1342 X234
FAX: 441-296-9233

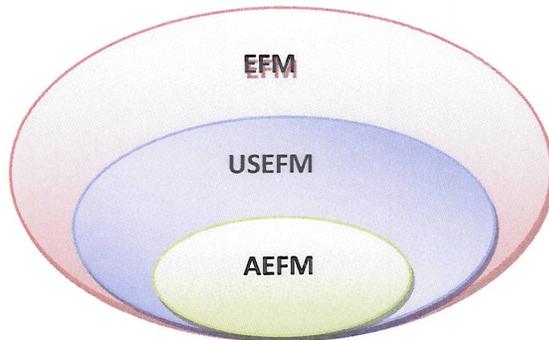
CLOSING DATE FOR THIS POSITION: September 14, 2015

The U.S. Consulate General in Hamilton, Bermuda 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.

Drafted By: HRA: RFleming
Cleared By: CONS: LMillman

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.

4. **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.

5. **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