

JOB VACANCY NOTICE

U.S. Interests Section
Havana, Cuba

July 8, 2011

JOB OPPORTUNITY

Ref. LCN 11/35

OPEN TO: All Interested Candidates
POSITION: Admin Assistant, LCN-08
OPENING DATE: July 8, 2011
CLOSING DATE: July 22, 2011, (or until filled)
WORK HOURS: Full-time; 39 hours/week
SALARY: Actual grade and salary will be based on the qualifications of the applicant.

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST BE RESIDING IN CUBA AND HAVE THE REQUIRED WORK AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Interests Section (USINT) is seeking a Cuban citizen or an Appointment Eligible Family Member (USEFM), Eligible Family Member (EFM), or Third Country National (TCN), with the required work permit for employment in Cuba for the position of Admin Assistant in the Management Section.

BASIC FUNCTION OF POSITION

Assists in tasks assigned to the Management Counselor. Supports the work of Management Section. Serves as the senior Local Contract National (LCN) secretary within USINT; offers institutional expertise to both US personnel and LCNs. Serves as back-up to the GSO Secretary. Assists in tasks assigned by the Executive Office. Provides solutions to situations presented by American officers, TCNs and LCNs, or gives them advice on who they can deal with on any specific issue.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, extension 2403.

QUALIFICATIONS REQUIRED

- 1) College or university studies is required, or at least two years of full time post secondary study (or the equivalent hours spread across a part time study period) at college or university. For example, two years secretarial college, vocational college, commercial college, junior college or other equivalent post secondary schooling.
- 2) Three years of work experience as executive assistant in administrative or business management is required.
- 3) Level IV (Fluent) sp/written of English and Level IV (Fluent) sp/written of Spanish is required. Test to be administered by the HR department.

- 4) Must have good knowledge of Microsoft Office Suite (Word, Excel). Test to be administered by the HR department.

SELECTION CRITERIA

When equally qualified, US 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. Management will consider nepotism/conflict of interest, budget, and residency (employment eligibility) status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
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 their employment.
4. Currently employed Not Ordinarily Resident (NOR) 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.

TO APPLY

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

1. Application for employment (DS-174).
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. 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

USINT Human Resources Management Office

POINT OF CONTACT

Telephone: 833-3551/59 Extension 2417

FAX: 833-2095

E-mail: HavanaHR@state.gov

DEFINITIONS

1. USEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - a) U.S. citizen; and
 - b) The spouse *or domestic partner (as defined in 3 FAM 1610)* of the sponsoring employee, or a child of the sponsoring employee who is an unmarried *child* at least 18 years old; and
 - c) 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; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of _____ assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM](#) 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.
2. Eligible family members (*EFM*):
 - a) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term "*children*" shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship (*at least until age 18*), *or comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian *or custodial party*; ... and
 - b) Spouse *or same-sex domestic partner as defined in 3 FAM 1610*.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personal having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 22, 2011

The United States Interests Section in Havana, Cuba 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.

