

JOB VACANCY NOTICE

U.S. Interests Section
Havana, Cuba

December 3, 2012

ANNOUNCEMENT NUMBER: 12/03

POSITION NUMBER: 97-558899

OPEN TO: Appointment Eligible Family Members
POSITION: Professional Adjudication Specialist (PAS), FP-06, FP-05 or FP-4 (depending upon education qualifications).
OPENING DATE: December 3, 2012
CLOSING DATE: December 17, 2012 or until filled
WORK HOURS: Full-time; 40 hours/week.
SALARY: (Final Grade and step to be confirmed by Washington)

NOTE: ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BY 3 FAM 8200 OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO USINT HAVANA UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

The U.S. Interests Section (USINT) in Cuba is seeking an Eligible Family Member for employment in Cuba for the position of Professional Adjudication Specialist.

BASIC FUNCTION OF POSITION

The incumbent serves as a Professional Adjudication Specialist, providing visa services (and/or passport and American citizen services, dependent on post need) under the supervision of the consular section chief or sub-unit chief. The incumbent conducts interviews with visa applicants (if qualified at the 3/3 level in Spanish) and/or passport applicants and makes appropriate decisions with regard to eligibility. Other responsibilities may be included as needed, including pre- and or post-interview processing, biometric collection, and services to assist American citizens in need.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HavanaHR@state.gov.

QUALIFICATIONS REQUIRED

All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item:

1. Completion of high school and attendance at an accredited college or university for at least one semester, earning at least 11 credit hours as part of a degree program is required.
2. Successful completion of the 31-day Basic Consular Course at FSI, PC 530, within the past five years; OR employment in a position with consular adjudication authority for twelve months within the past five years; OR currently employed in the consular section and willing and able to attend the PC 530 course prior to assuming the PAS position, and otherwise qualified for the PAS position.
3. Foreign Language requirement: A current FSI-tested Spanish score of 3/3 is required however a waiver of this requirement may be approved on a case by case basis.
4. English Language Requirement: Level IV Speaking/Reading/Writing English is required for appointment to the position. Applicants will be required to demonstrate written language proficiency by completing a writing sample, proctored by an official US direct hire. A passing score on the Expanded Professional Associate Program writing assessment OR placement on the Foreign Service generalists register will also be accepted.
5. Possession of at least a secret level clearance is required in order to be appointed to the position. However, application for a PAS position can be considered in advance of receipt of the security clearance. An interim clearance is sufficient while the clearance application is being considered.

GRADE

The successful applicant's hiring grade will be determined by their highest educational qualifications, as follows:

- FP-06: Bachelor's degree or lower
- FP-05: Master's degree or Juris Doctor
- FP-04: Doctorate degree

SELECTION CRITERIA

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. Currently employed Appointment Eligible Family Members hired under a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
2. Post HR conducts the initial eligibility and qualifications review of applications. HR forwards only the applications meeting the qualifications listed above to the Bureau of Consular Affairs Executive Office for consideration.
3. Management also considers nepotism/conflict of interest in determining a successful candidacy.
4. CA/EX reviews all qualified applications, including writing sample submissions, and when feasible, incorporates comments from applicant interviews with post consular section chief and/or CA/EX staff. CA/EX makes the final hiring decision and relays the decision to post HRO. Post HR requests the FMA appointment to the regional bureau's Family Member Employment Coordinator.

TO APPLY

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

1. Application for employment (DS-174) is required.
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 2418

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: Until filled

The US Interest Section in Havana 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.

CLEARANCE FOR THE JOB OPPORTUNITY
Announcement Number: 12/03

Approved: HR: PGutierrez
Drafted: HR: KSiddiqi
Cleared: CONS:

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