

JOB VACANCY NOTICE

U.S. Interests Section
Havana, Cuba

March 21, 2013

Position Number: 98-381000

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs)
POSITION: RSO Administrative Assistant, FP-08*
OPENING DATE: March 26, 2013
CLOSING DATE: April 9, 2013 (or until filled)
START DATE: May 2013
WORK HOURS: Part-Time – Negotiable, not to exceed 30 hours per week
SALARY: FP-08: \$35,753 p.a. (Based on 40 hours a week); pending grade eligibility approval from 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 AEFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

The U.S. Interests Section (USINT) seeks a U.S. Citizen Eligible Family Member (USEFM) for the position of RSO Administrative Assistant.

BASIC FUNCTION OF POSITION

Assists the Regional Security Officer with general administrative duties to include coordination of the LCN and TCN personnel security program, assistance with direct-hire employee and EFM security inprocessing, and approval of consular applicant and official visitor access requests. Incumbent also oversees the LCN secretary's activities.

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

QUALIFICATIONS REQUIRED

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

1. U.S. High School diploma or local country equivalent is required.
2. One year prior experience in a clerical, administrative, customer service or support field is required.
3. Level 4 (Fluent) Speaking/Reading English is required.

4. Must have good working knowledge of Microsoft Office software including Word, Excel, and Access.

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. Must have, or be able to obtain a Top Secret Security Clearance.
2. Management will consider nepotism/conflict of interest, budget, and residency (employment eligibility) status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. 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.
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.

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

Email: 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: (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services 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. An MOH is:
 - a) Not an EFM; and
 - b) Not on the travel orders of the sponsoring employee; and
 - c) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

4. Ordinarily Resident (OR): A foreign national or U.S. citizen who:
 - a) Is locally resident; and
 - b) Has legal, permanent resident status within the host country; and
 - c) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

5. Not-Ordinarily Resident (NOR): An individual who:
 - a) Is not a citizen of the host country; and
 - b) Does not ordinarily reside in the host Country; and
 - c) Is not subject to host –Country employment and tax laws; and
 - d) Has a U.S. Social Security Number (SSN)

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under local compensation plan.

CLOSING DATE FOR THIS POSITION: April 4, 2013 (or 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.

Drafted: HR: APorner
Cleared: RSO: BBrown
Approved: HR: PGutierrez

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