

# JOB VACANCY NOTICE

U.S. Interests Section  
Havana, Cuba

December 01, 2011

## JOB OPPORTUNITY

Ref. LCN 11/48

**OPEN TO:** All Interested Candidates  
**POSITION:** Visa Assistant (INFO) Supervisor, LCN-09; FP-05  
**OPENING DATE:** December 01, 2011  
**CLOSING DATE:** December 15, 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 (AEFM), Eligible Family Member (EFM), or Third Country National (TCN), with the required work permit for employment in Cuba for the position of Visa Assistant (Info) Supervisor in the Consular Section.

## BASIC FUNCTION OF POSITION

Supervises the six-person Information Unit that is responsible for all telephone inquiries and written correspondence from Congress and the public regarding the full range of consular services. Responsible for non-immigrant visa, immigrant visa and Significant Public Benefit Parole appointment schedules and all correspondence records. Incumbent is also the principal drafter of all telegraphic replies to Congressional inquiries on non-immigrant and immigrant visa cases. Provides information to the public about all consular operations.

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.
- 2) Two years of Administrative/Government services/para-professional experience is required, plus six months of supervisory/managerial experience is essential before being considered for the position.
- 3) Level III (Good working knowledge) speaking/reading English and Level III (Good working knowledge) speaking/reading Spanish is required. Test to be administered by the HR department.
- 4) Must have the ability to draft correspondence in English and Spanish. Test to be administered by the HR department.
- 5) Must have good knowledge of Microsoft Office Suite (Word, Excel). Test to be administered by the HR department.

## **SELECTION CRITERIA**

When equally 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. 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 U.S. 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 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).
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 Office

## **POINT OF CONTACT**

Telephone: 833-3551/59 Extension 2417

FAX: 833-2095

E-mail: [HavanaHR@state.gov](mailto: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: December 15, 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.



# JOB VACANCY NOTICE

U.S. Interests Section  
Havana, Cuba

December 01, 2011

## JOB OPPORTUNITY

Ref. LCN 11/47

**OPEN TO:** All Interested Candidates  
**POSITION:** Visa Assistant (INFO) Supervisor, (T) LCN-09; FP-05  
**OPENING DATE:** December 01, 2011  
**CLOSING DATE:** December 15, 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 (AEFM), Eligible Family Member (EFM), or Third Country National (TCN), with the required work permit for employment in Cuba for the position of Visa Assistant (Info) Supervisor in the Consular Section.

**Note: If the selected candidate does not meet the six months of supervisory/managerial experience required for the position, he/she will be placed in a trainee level (Grade 8).**

## BASIC FUNCTION OF POSITION

Supervises the six-person Information Unit that is responsible for all telephone inquiries and written correspondence from Congress and the public regarding the full range of consular services. Responsible for non-immigrant visa, immigrant visa and Significant Public Benefit Parole appointment schedules and all correspondence records. Incumbent is also the principal drafter of all telegraphic replies to Congressional inquiries on non-immigrant and immigrant visa cases. Provides information to the public about all consular operations.

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

## QUALIFICATIONS REQUIRED

- 6) College or University studies are required.
- 7) Two years of Administrative/Government services/para-professional experience is required.

- 8) Level III (Good working knowledge) speaking/reading English and Level III (Good working knowledge) speaking/reading Spanish is required. (Test to be administered by the HR department).
- 9) Must have good knowledge of Microsoft Office Suite (Word, Excel). (Test to be administered by the HR department).

### **SELECTION CRITERIA**

When equally 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**

5. Management will consider nepotism/conflict of interest, budget, and residency (employment eligibility) status in determining successful candidacy.
6. Current employees serving a probationary period are not eligible to apply.
7. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
8. 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:

4. Application for employment (DS-174).
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
6. 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**

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  - 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.
4. Eligible family members (*EFM*):
  - c) 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
  - d) Spouse or same-sex domestic partner as defined in 3 FAM 1610.
6. 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.

7. 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.
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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.