

Position Vacancy



U.S. Consulate General Hermosillo

Announcement

No: 2015/02

Open to: All Interested Candidates

Position: **A32-401, Consular Assistant, FSN-9, FP-5***

Opening Date: December 8, 2015

Closing Date: December 23, 2015

Work Hours: Full Time; 40 hours/week

Salary: * Not-Ordinarily Resident: Starting Salary and Position Grade FP-5 to be confirmed by Washington.

Ordinarily Resident (OR): \$363,521.32 pesos per year (FSN-9 starting salary)

(Note: All ordinarily resident applicants (Appendix A) must have the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)

Eligible Family Members and Members of Household must have at least one year remaining to their tour of duty to apply for this job.

The U.S. Consulate General in Hermosillo is seeking an individual for the position of Consular Assistant in the American Citizens Services Unit (ACS).

Basic Function of Position

The employee serves as the local American Citizens Services (ACS) Unit supervisor. Incumbent has full supervisory authority over all (4 FTE) ACS local staff. Incumbent will manage larger issues relating to the ACS sub-function(s) as well as manage the most difficult and sensitive individual special citizen services and passport and nationality cases. Foreign Services Officers (FSOs) will depend on sound professional advice and recommendations from the ACS Locally Employed (LE) staff supervisor. The incumbent is required to establish and maintain critical contacts with the host government and with local officials, as well as know how to persuade others, and how to deal with the most difficult and sensitive issues affecting U.S. citizen clients.

A copy of the complete position description listing all duties and responsibilities is available at:

http://hermosillo.usconsulate.gov/job_opportunities2.html

Required Qualifications

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

- Bachelor's degree in social sciences, law, counselling, or law enforcement field is required.
- Four years of progressively responsible work experience involving public contact and the application of complex regulatory material and one year of supervisory experience is required.
- Level IV (fluent) Spanish and English (written and spoken) is required. (Please see section "To Apply" on page 2 for test instructions.)
- Must possess a valid driver's license.

Selection Process

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application.

All applicants must pass a rigorous security certification process.

Additional Selection Criteria

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 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.
- Currently employed Not Ordinarily Resident employees (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.
- All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security certification. Until further guidance is received from the Legal Office of the State Department, EFMs will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

To Apply:

Interested applicants for this position **must** submit the following or the application **WILL NOT BE CONSIDERED:**

- **Universal Application for Employment (UAE) form DS-174.** Format is available in our website: http://hermosillo.usconsulate.gov/job_opportunities2.html.
- Other documentation (e.g. copy of High School diploma, transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
- Test score of English language exam is required. TOEIC or TOEFL test taken within the last two years with a minimum score of 850/620 respectively. Contact: Interlingua: www.interlingua.com.mx; IMARC: www.imarchermosillo.edu.mx; ITESM: www.her.itesm.mx; Universidad de Sonora: www.uson.mx, or any authorized testing center. The exam fee is the applicant's responsibility. The scores for Level IV (Fluent) are: TOEFL iBT 106+ or TOEFL ITP/PBT 620+ or TOEIC PBT 850+. Applicants who have completed a university Degree in the United States or any other English speaking country will be exempt from taking the English test.
- Non-Native Spanish speakers must present a Spanish Berlitz Test of Listening and Reading in Spanish, Test of speaking, and Test of Writing taken within the last two years. Contact: <http://www.berlitz.com.mx/cursos-empresariales/cursos-idiomas/testing/guiseid--2/>. Exam fee is the applicant's responsibility. Applicants who have completed a university degree in Mexico or any other Spanish speaking country will be exempt from taking the Spanish test.

Submit application to:

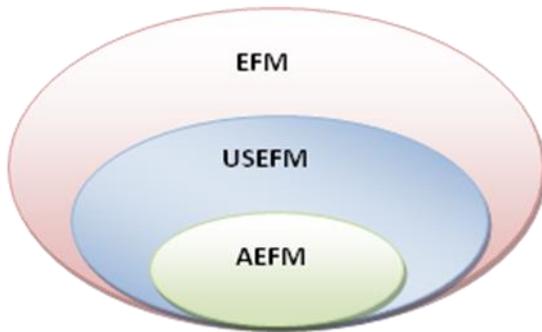
Human Resources Office at email: hermohr@state.gov (Please refer to position number in subject line of e-mail.), i.e. **A32-401 Consular Assistant.**

Please check the U.S. Consulate web site for future vacancy announcements: http://hermosillo.usconsulate.gov/job_opportunities2.html.

The US Mission in Mexico 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.

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:

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

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

drafter: MCastillo

cleared: TBaker

RRussell