

**UNITED STATES EMBASSY
REYKJAVIK**

Date: March 19, 2016

VACANCY ANNOUNCEMENT NUMBER: 04-16

OPEN TO: All Interested Candidates

POSITION: Consular Assistant, FSN-7; FP-7*

OPENING DATE: March 19, 2016

CLOSING DATE: April 1, 2016

START AND

WORK HOURS: Around June - September 2016; Temporary-Part time; 28 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 18.40 per hour.
Position Grade FP-7 (confirmed by Washington).
*Ordinarily Resident: ISK 2,282.- per hour. Position Grade FSN-7.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Reykjavik is seeking an individual for the temporary part-time position of Consular Assistant for the Consular Section.

BASIC FUNCTION OF POSITION

Under the supervision of the Consular Officer, the incumbent assists the Consular Officer in processing Non-Immigrant Visa services. This includes accepting visa applications, ensuring visa applications are completed accurately, and preparing all visa cases for adjudication by the Consular Officer. The incumbent is responsible for answering public visa inquiries, both by phone and by e-mail. Strong interpersonal skills are an important element of the position.

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For further information please send an e-mail enquiry to reykjavikvacancy@state.gov.

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QUALIFICATIONS REQUIRED

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

1. Icelandic college degree with completed Studentprof or equivalent U.S. Associates degree A.A.
2. A total of 6-12 months experience in clerical, word processing, and filing duties. Work experience in dealing with the public, answering questions and distributing information materials is required.
3. Level IV (fluent) - written and spoken English and Icelandic is required.
4. A demonstrated, proficient ability to use Microsoft Windows-based computers and proficiency in using Microsoft Office is required.
5. The ability to work effectively and tactfully in a fluid and collegial workplace is required.

SELECTION PROCESS

Applicant ability to meet the above required qualifications may be formally evaluated as part of the selection process.

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 qualifications outlined above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency 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 NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

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TO APPLY

Interested applicants for this position must submit the following to ensure full consideration of their application:

1. Application for U.S. Federal Employment (SF-174); or
2. A current resume or curriculum vitae that provides the same information as an SF-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Please note that applications and accompanying documentation will not be returned to applicants.

SUBMIT APPLICATION TO

reykjavikvacancy@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:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US

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Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

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 EFM's and EFM's of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

TAXES

U.S. Citizens/Legal Permanent Residents: FICA contributions, U.S. Federal Income Tax and state tax withholdings shall be deducted in accordance with regulations and rulings of the Social Security Administration and the U.S. Internal Revenue Service, respectively. The employee may also be obligated to file state income tax returns and obligated to pay foreign taxes, depending upon residency status and the host government's taxation laws. All tax liabilities arising from this employment are the employee's responsibility whether or not taxes are withheld by the government. Regular deductions for federal, state and FICA taxes will be made through the Financial Service Centers.

CLOSING DATE FOR THIS POSITION: April 1, 2016

The US Mission in Iceland is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.