VISA ASSISTANT, BIOMETRICS

VACANCY ANNOUNCEMENT – #10-054

OPEN TO: All Eligible Family Members (EFM), who are:

1) Listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to or stationed at a U. S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

2) Is resident at the sponsoring employee's or Uniform Service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

POSITION/GRADE:	Visa Assistant, Biometrics/FP-08
OPENING DATE:	10/27/10
CLOSING DATE:	11/10/10
OFFICE:	Consular Office, Chancery
WORK HOURS:	Full-Time (80 hours per P/P)
CLEARANCES:	Secret Clearance

MAJOR DUTIES AND RESPONSIBILITIES:
The incumbent is responsible for collecting fingerprints for NIV (and/or IV) applicants. Duties include visually confirming the applicant's identity based on the passport photo, instructing applicant in proper placement of fingers, and capturing of fingerprints using biometrics software. Incumbent is responsible for drafting security advisory opinions as well as drafting other visa-related correspondence. Secondary duties are to initiate cases for officer adjudication by greeting applicants, answering their questions taking their finger scans and photos, and inputting case date into the NIV system.

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

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

- Must be a Eligible Family Member on orders.
- Must possess or be eligible to obtain a Secret security clearance.
- Education: One year of College studies required.
- Prior Work Experience: 1 to 2 years office work experience with customers and public.
- Post Entry Training: FAM regulations and post procedures.
- Language Proficiency: English - oral and written, level IV.
- Knowledge: Working level knowledge of U.S. Government and visa law, regulations as well as post visa program procedures.
- Skills and Abilities: Ability to type – level II (40 wpm) essential. Thorough working knowledge of computers including specialized software.

HOW TO APPLY:

- Submit the Application for Employment DS-174 or Curriculum Vitae, via e-mail to Lyndall Leitman at leitmanll@state.gov or fax: 972-3-519-7605 to the Human Resources Office.
- Vacancy number must appear on all applications.
- Applications must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
- Resumes must include: Citizenship, date of birth, fax number, or complete mail address, colleges attended, work experience (include dates of employment, duties, correct address for employer), special skills, language, trade and licenses.
- U.S. citizens must be 18 years of age or hold a high school diploma to be eligible for consideration.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position. Applicants who fail to meet requirements for the position will not be considered.
- If college education is a requirement for the position, a transcript is required.
- Candidates are subject to testing for language, computer or other position related skills.
- Position Description available upon request from the HR Office.

OTHER INFORMATION:

- Former U.S. military members (up to rank of Major) who claim Veteran preference and are spouses of U.S. Diplomats posted in the U.S. Embassy in Tel Aviv, only may receive preference if found qualified for the position. Copy of DD-214 must be provided.

SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current 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 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.
- (As required): The candidate must be able to obtain and hold a security clearance.

DEFINITIONS:

1. AEFM: 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 that 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 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 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 personnel having diplomatic privileges and immunities.

The US Mission in Israel 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.

POINT OF CONTACT:

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