ANNOUNCEMENT NUMBER: 15-019

OPEN TO:	**U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMS)** **APPOINTMENT ELIGIBLE FAMILY MEMBER (AEFM)** **U.S. MEMBER OF HOUSEHOLD (USMOH)**
POSITION/GRADE:	BIOMETRIC VISA ASSISTANT/FP-08
OPENING DATE:	02/18/15
CLOSING DATE:	OPEN
WORK HOURS:	FULL-TIME (80 hours per pay period – flextime available, i.e. 07:45 – 16:30), or PART-TIME (40 hours per pay period – flextime available, i.e. 07:30 – 11:30)
CLEARANCE:	MUST BE ABLE TO OBTAIN AND HOLD A SECRET CLEARANCE

The U.S. Embassy in Tel Aviv, Israel is seeking individuals for the position of ***Biometric Visa Assistant*** in the Non Immigrant Visa (NIV) Section.

BASIC FUNCTION OF POSITION:

As part of a 4 EFM-person team, the main focus of the job is twofold: drafting cables for post's Security Advisory Opinion (SAO) program, and taking 10-print finger scans for visa applicants. The SAO process includes data entry, document scanning, and drafting cables in the proprietary NIV system. Duties included in the biometrics collection process include visually verifying applicants' identities based upon their passport photos, instructing them on the proper placement of fingers, and capturing finger prints using biometrics software and verifying applicants' fingerprints. Other duties as assigned.

QUALIFICATIONS REQUIRED:

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

- Completion of High School.
- At least 2 years previous communications, technology and/or customer service experience.
- Level 4 (Fluency) Speaking/Reading/Writing English is required.
- Cable processing, biometric data collection, internal office procedures and NIV program.
- Basic understanding of visa laws, regulations and procedures; detailed understanding of the SAO program; biometric data collection procedures and the NIV program.
- Ability to work independently and efficiently; demonstrate cultural sensitivity; maintain composure and courteous manner under stressful conditions; and 30 WPM, accurate typing skills. Strong communications and interpersonal skills. Proficient working knowledge of Microsoft programs (e.g. Word, Excel, Access, etc.).

SELECTION PROCESS:
When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications 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. 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.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) 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.

6. The candidate must be able to obtain and hold a SECRET security clearance.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Lyndall Leitman at 03-519-7492.

CLEARED FOR ADVERTISING: A/HRO – CO'MALLEY
CONS – RBROOKS-LYNDSAY

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment DS-174); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

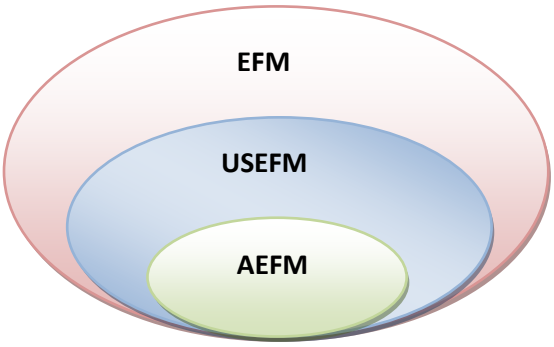
Human Resources Office
Attention: Lyndall Leitman
9700 Tel Aviv Place
Washington, DC 20521-9700
OR
Email to: leitmanll@state.gov (preferable)

POINT OF CONTACT
Lyndall Leitman
Telephone: 972-3-519-7492
FAX: 972-3-519-7605

The U.S. Mission in Tel Aviv 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:

    1. 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
    2. 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. Date of Birth (mm-dd-yyyy)
G. Place of Birth (City, State/Province, Country)
H. Current Address; Day, Evening, and Cell phone numbers; E-mail Address
I. U.S. Citizenship Status (*Yes* or *No*) or status as permanent U.S. Resident (*Yes* or *No*; if *yes*, provide number)
J. U.S. Social Security Number and/or Identification Number
K. Eligibility to work in the country (*Yes* or *No*)
L. Special Accommodations the Mission needs to provide (*Yes* or *No*; if *yes*, provide explanation)
M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
N. Days available to work
O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
P. U.S. Eligible Family Member and Veterans Hiring Preference
Q. Education
R. Licenses, Skills, Training, Memberships, & Recognition
S. Language Skills
T. Work Experience
U. References