



AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2012-07**

The U.S. Consulate in Kolkata is seeking an individual for the position of Housing Assistant in the General Services section.

Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the test/interview will be contacted.

OPEN TO: **All Interested Candidates**

POSITION: Housing Assistant, FSN-0820-07, CLA-525001
(Personal Services Agreement)

OPENING DATE: March 18, 2012

CLOSING DATE: April 2, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-07*
Ordinarily Resident: Grade: FSN-07*

*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

Applicants who responded to Vacancy announcement **KOL-2012-07A** need not reapply.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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: **and**
- 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

NOTE: FOREIGN NATIONAL APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

FUNCTION OF POSITION

1. Locates property for leasing in compliance with post's approved housing profile. Maintains information about Post demographics and prevailing rental rates. Ensures that RPA (Real Property Application) reports for all lands and buildings, whether owned or leased, including office, functional and residential properties are accurately maintained: Maintains Real Property Records in comprehensive manner that efficiently catalogues official documentation of ownership/right to use of properties. For General Services Officer's (GSO) review and clearance, prepares lease documents in draft form as per 15FAM exhibit-340. Translates lease documents into English and works with Realtors/property owners to explain U.S. Mission standards and requirements for residential housing. Incumbent may assist GSO participating in negotiation of short term leases, if required.
2. Verifies incoming employee assignment details and determines an employee's maximum residential space authorization. In conjunction with GSO and SRPM (Single Real Property Manager), oversees compliance of housing assignments made during the fiscal year and ensures assignments are in accordance with the policies and procedures outlined in 6FAM 700.

3. Oversees funding requests for furniture, draperies and representational items in designated housing and ensures requests are submitted on time. Reviews residential floor/site plans, for necessary updates. Reviews special requests for housing and submits to the GSO and SRPM with recommendations. Uses the approved Overseas Building Office (OBO) waiver format to submit a waiver request for GSO approval before sending to OBO/RPM. Maintains, distributes and updates as necessary Post's housing handbook. Keeps a current log of long-term projects and upgrades necessary for each Short Term Leased and Government Owned unit for strategic planning, landlord negotiations and funding purposes.
4. Regularly briefs the GSO on the status of all Real Estate-related issues and maintains an annual schedule of all arrivals, departures and make-ready schedules. Conducts pre-departure inspections of housing units soon to be vacated, assessing any damages or repairs required and sends report to both the Supply Supervisor and Maintenance Supervisor. Conducts final inspection of residences prior to arrival of new USG personnel. Upon arrival, conducts the GSO Section check-in procedure on the pre set time with the employee(s), including "walk-through" of residences with explanation of the operation of appliances, locks, doors, heating and air conditioning, water distiller, hot water units or security devices. Ensures that all household furnishings and fixtures are in good working order and notes suggestions of employee on any change or replacement needed.
5. Prepares written or telephone requests for maintenance and repairs for vacant, government-owned or leased properties and logs work order requests, often incorporating technical information for use by the Maintenance supervisor or tradesmen. Follows up on all work orders in process or provides information to questions related to the status of a work order. Enters all Real Estate information on to computer systems to ensure all records are accurate and up to date. Maintains files of all completed work orders for reference and control purposes. Incumbent must review job records, financial records and reports for work load counts, identifies and reports inconsistencies. Maintains oversight of housing make-ready process to ensure timely delivery of assigned residences: works in conjunction with Facilities Maintenance, Warehouse and Supply personnel regarding completions of repairs, the delivery of household furnishings and fixtures, arrangement per approved layout. Works with Maintenance and Procurement to create accurate and comprehensive Statements of Work (SOW) for make-ready solicitations. Maintains elevated standards of personal and professional conduct in dealing with customers, colleagues and other agencies. Contributes fully to quality and customer services objectives while responding to service call or complaints.
6. Other duties and special projects as assigned by the General Services Officer.

QUALIFICATIONS REQUIRED

1. Completion of a Bachelor's Degree in Commerce, Humanities, Science or related fields is required.

2. Three years of progressive residential or commercial realty experience or in related field of real property management/acquisition/residential leases.
3. English: Level III written and spoken; Bengali or Hindi: Level IV written and spoken.
(When applying for the position, please indicate your level of proficiency in these languages).
4. General knowledge of host national real estate procedures, realty terminology and property management fundamentals. General familiarity with local housing market information sources and authorities. General knowledge of local residential markets areas and benchmark leasing rates.
5. Excellent oral and written communication skills are required as well as interpersonal skills and the ability to maintain effective proficiency with Microsoft applications, web research, word processing, excel spreadsheets, database management and business communications. Position will require ingenuity in solving problems while following standard GSO and post operating procedures.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 US 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.

TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> **or**
2. 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE: **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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

American Consulate General
Management Office
Attention: Daley C. O'Neil
38A, Jawaharlal Nehru Road
Kolkata 700 071
Or
E-mail: HROKolkata@state.gov

POINT OF CONTACT

C. T. Adams
Telephone: 3984-2419
FAX: 2282-2335

Please insert **“VA# 2012-07** (Vacancy Announcement Number) in the subject of the e-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

All applications for the Subject announcement must be received in the Human Resources Office by close of business on **April 2, 2012**.

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
- 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

EQUAL OPPORTUNITY EMPLOYER

The US Mission in Kolkata 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.

Cleared: GSO: EEKozlow
Approved: MO: DCO'Neil