

VACANCY ANNOUNCEMENT

(Announcement No. 16/27)

OPEN TO: All Interested Candidates
POSITION: **Consular Clerk (ACS), FSN-6**
OPENING DATE: July 29, 2016
CLOSING DATE: August 11, 2016
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual grade and salary will be based on the qualifications of the applicant.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Vientiane is seeking an individual for the position of **Consular Clerk (ACS)** in the Consular Section.

BASIC FUNCTION OF POSITION

The incumbent performs moderately difficult and responsible work pertaining to the full range of special consular services, passport and citizenship services, and Federal benefits services with daily public contact. He/she serves as a backup for routine non-immigrant and immigrant visa processing procedures.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of college or university with a bachelor degree in English or social sciences is required.
- 2. Prior Work Experience:** At least one year of experience in work involving the application of regulatory material and public contact, or other closely-related experience.
- 3. Language Proficiency:** Fluency (Level IV) in written and spoken Lao is required. Fluency (Level IV) in written and spoken English is required. Fluency (Level IV) in written and spoken Hmong.
- 4. Knowledge:** A working knowledge of Lao criminal and family law, regulations, and local government procedures. Good working knowledge of the ACS software. Knowledge of the general principles of filing, general office procedures.
- 5. Skills and Abilities:** Exercise of tact and good judgment in dealing with the public. Ability to apply regulations correctly and to know when to refer cases to higher authority. Ability to explain procedures and requirements in Lao and English. Ability to organize paperwork. Ability to type in English and Lao and to use Microsoft Office Suite is essential.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to pass the local security background investigation.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

TO APPLY

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

1. Universal Application for Employment as Locally Employed Staff or Family Member (DS-174); Download the form at: http://laos.usembassy.gov/job_opportunities.html; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **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 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

American Embassy

Thadeua Road, Somvang Tai Village

PO Box 114, Vientiane, Laos

(Hardcopy or e-mail attachments are accepted)

E-mail: VientianeHRO@state.gov

POINT OF CONTACT

Telephone: 856-21-487000

Fax: 856-21-488002

CLOSING DATE FOR THIS POSITION: August 11, 2016

The U.S. Mission in Vientiane 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 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.