



# VACANCY ANNOUNCEMENT

## U.S. EMBASSY MANILA

**Vacancy Announcement Number: 2016 – 039**

**OPEN TO:** Current Employees of the Mission - All Agencies and/or  
U.S. Citizen Eligible Family Members (USEFMs),  
Eligible Family Members (EFMs), or  
Declared Members of Household (MOHs) - All Agencies

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Program Management Specialist, LES-10

**OPENING DATE:** July 13, 2016

**CLOSING DATE:** July 20, 2016

**WORK HOURS:** Full-time 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-10; PHP 934,960 p.a.  
Not-Ordinarily Resident (NOR): FP-5 (steps 5 through 14)\*  
\*Final grade/step for NORs will be determined by Washington.

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

The U.S. Embassy in Manila is seeking eligible and qualified applicants for the position of Program Management Specialist, LES-10 in the U.S. Immigration & Customs Enforcement (ICE), Homeland Security Investigations (HSI).

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. No need to follow-up. Thank you for your understanding.

### **BASIC FUNCTION OF POSITION**

Serves as key advisor and consultant to the Attaché and Deputy Attaché for ICE HSI Manila (HSIMB). Develops comprehensive plans for the integration of day-to-day and long-range projects, action, and activities requiring the involvement of the Attaché. Advises the Attaché/Deputy Attaché on all administrative matters and applies knowledge of ICE functions and objectives relative to the coordination and integration of

staff actions, events, and activities affecting and involving the Attaché. Stays current and up to date with U.S. Government, Department of Homeland Security (DHS), ICE, and HSI regulations, policies and procedures. Applies DHS and ICE HSI policy and procedures affecting HSIMB operations. Provides administrative and management support in all areas of HSIMB operations, including assistance to the Attaché and Deputy Attaché and all HSIMB representatives as required.

Oversees FSN staff engaged in accounting and other budget and fiscal work of the program. Responsible for records administration and maintenance of operational and administrative files for HSIMB, including all official records, investigative files, office briefs/presentations, accounting, official representational funds (ORF), time/attendance, PII documents, travel records and travel funding approval. Involves working closely with ICE HSI HQ Mission Support personnel; responsible for receipt, tracking, filing, maintenance, and disposition of documents and data collection.

Serves as primary budget coordinator for HSIMB, responsible for working with Attaché/Deputy Attaché on the budget outlook/formulation, overseeing/coordinating budget preparation and the analysis of the budget contributions of other post segments. Prepares the annual budget submission under the direction of Attaché/Deputy Attaché and, in collaboration with other key ICE offices, develops a quarterly financial plan within the Post's annual allotment. Responsible for administering approved budget in accordance with Agency procedures, standards, and regulations, with responsibility for the preparation and submission to the Agency of all prescribed financial reports. Keeps heads of operation elements informed as to status of funds allotments, and resolves reprogramming problems as they arise. Responsible for all procurement and inventory requirements.

Schedules and coordinates official calls by the Attaché and develops and maintains the Attaché's long range calendar. Prepares office correspondence. Plans and prepares itineraries for official travel of Attaché and Deputy Attaché; funds all ICE HSI Regional employee travel and initiates country clearances and Area of Operations (AOR) clearance requests. Reviews and screens incoming correspondence. Serves as ICE HSI Regional account holder for the DHS Travel System (CGE Concur), Federal Financial Management System (FFMS), Sunflower Asset Management System (SAMS), Web based Time and Attendance (WebTA) and Systems Security & Support Manager. Maintains and files correspondence, reports, messages, and other documents. Responsible for the proper usage, maintenance, and proper destruction of documents in accordance with applicable regulations. Maintains and manages office supplies inventory. Ensures proper maintenance, running, servicing, and security of office equipment, keys, hardware and software and office access. Prepares all official and social invitations issued by the Attaché. Performs other duties as assigned by Attaché

## **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

1. Bachelor's degree in Business Administration or Management is required.
2. At least 5 years work experience in office/business administration or mission support. Must have experience in dealing with senior level Philippine Government Agency Officials and Private Sector Business senior executives, and at least one year supervisory work experience is required.
3. Level 4 (Fluent) Speaking/Reading/Writing English and Tagalog languages are required. English language proficiency will be tested.

-or-

1. Education: At least two years of full time college or university studies is required.
2. Prior Work Experience: At least 7 years work experience in office/business administration or mission support. Must have experience in dealing with senior level Philippine Government Agency Officials and Private Sector Business senior executives, and at least one year supervisory work experience is required.
3. Level 4 (Fluent) Speaking/Reading/Writing English and Tagalog languages are required. English language proficiency will be tested.

**POST ENTRY TRAINING (ONLINE and U.S. Based):** Six months

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at [http://manila.usembassy.gov/employment\\_opps.html](http://manila.usembassy.gov/employment_opps.html) and/or by contacting the Human Resources Office.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

## **HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* Must have at least two (2) years remaining at post.

\*\*\* This level of preference applies to all Foreign Service employees on LWOP.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of 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 obtain and hold a non-sensitive security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least two years remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:** Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above);
2. Necessary work permits (visa, reacquisition or proof of dual citizenship) for non-citizen of the host country (including a U.S. citizen or a third-country national).

**WHERE TO APPLY:**

Human Resources Office  
New Office Annex Building,  
United States Embassy  
1201 Roxas Blvd, Manila  
Telephone: (632) 301-2000 ext. 2251  
Fax: (632) 301-2373, **Attention: HR Office**  
E-mail: [HRManila@state.gov](mailto:HRManila@state.gov) (Indicate Vacancy Announcement Number in the subject.  
Please send as PDF attachment.)

**EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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 (DEFINITIONS)***

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; **and**
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; **and**
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**

- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Approved:HRO:Rosario Larsen  
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