



**AMERICAN EMBASSY
MANILA**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2013 – 120

- OPEN TO:** Appointment Eligible Family Members
- POSITION:** Professional Adjudication Specialist (ACS)
FP-6 to FP-4
(The hiring grade will be determined by the applicant's highest educational qualifications, as follows:
- FP-06: Bachelor's degree or lower
 - FP-05: Master's degree or Juris Doctor
 - FP-04: Doctorate degree)
- OPENING DATE:** December 10, 2013
- CLOSING DATE:** January 10, 2014
- WORK HOURS:** Full-time; 40 hours/week
- SALARY:** Not-Ordinarily Resident (NOR)
(Starting salary and final grade will be determined by Washington)
- FP-6: USD 44,737 p.a.
 - FP-5: USD 50,043 p.a.
 - FP-4: USD 61,759 p.a.

The U.S. Embassy in Manila is seeking an individual for the position of **Professional Adjudication Specialist** in the **Consular Section's American Citizen Services Unit (CONS/ACS)**.

BASIC FUNCTION OF POSITION

The incumbent serves as a Professional Adjudication Specialist, providing passport and American citizen services (and/or visa services, dependent on post need) under the supervision of the consular section chief or sub-unit chief. The incumbent conducts interviews with visa and/or passport applicants (if obtained the required level of the post language) and makes appropriate decisions with regard to eligibility. Other responsibilities may be required as needed, including pre- and or post-interview processing, biometric collection, routine notarial services, and services to assist American citizens in need.

QUALIFICATIONS REQUIRED

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Applicants who fail to do so, or who do not meet the position's required qualifications, **will not** be considered for this position.

Education:

- Completion of high school and attendance at an accredited college or university for at least one semester, earning at least 11 credit hours as part of a degree program is required.

Experience:

- Successful completion of the 31-day Basic Consular Course (PC-530) within the past five years is required.

OR

- Employment in a position with consular adjudication authority for twelve months within the past five years is required.

OR

- Currently employed in the consular section and willing and able to attend the PC 530 course prior to assuming the PAS position, otherwise qualified for the PAS position, and able to serve at least twelve months in the PAS position after successful completion of PC-530, is required.

Language:

- Level IV Speaking/Reading/Writing English is required. Applicants will be required to demonstrate written language proficiency by completing a writing sample, proctored by an official US direct hire. A passing score on the Expanded Professional Associate Program writing assessment OR placement on the Foreign Service generalists register will also be accepted.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- Currently employed Appointment Eligible Family Members hired under a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Management also considers nepotism/conflict of interest in determining a successful candidacy.
- The candidate must be able to obtain and hold a Secret security clearance.

TO APPLY

Interested candidates for this position must submit the following:

1. Application for Employment as a Locally Employed Staff or Family Members (DS-174).
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Evidence of PC-530 completion, requisite employment as a designated consular associate or statement of availability to complete PC 530.
4. Any other documentation (FSI language testing scores, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Chancery Annex Building, Room 300
American Embassy Manila
Telephone: (632)301-2000 ext. 5101
Fax: (632)301-2399, Attention: HR Office
E-mail: ManilaEFMEmployment@state.gov (please send as an MS Word attachment)

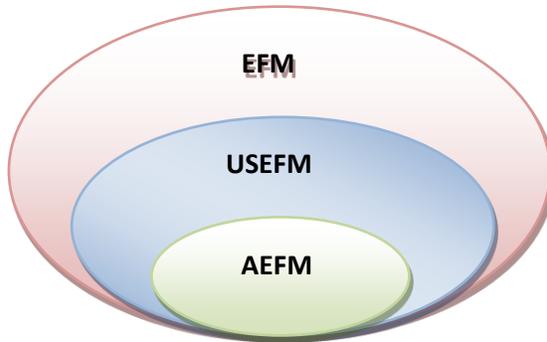
CLOSING DATE FOR THIS POSITION: January 10, 2014

The U.S. Mission in the Philippines 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 US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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 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.

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:
 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.

Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- 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

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.

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.

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).

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 and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

Approved:HR:Robyn Coble
Cleared:CONS:Amy Reardon
Cleared:FMC:Jeffrey Searce