

Position Vacancy



U.S. Consulate General Matamoros

Announcement

No: 14/08
Open to: All Interested Candidates
Position: **A50-003 Warehouse Clerk FSN-5**
Opening Date: Tuesday, May 27, 2014
Closing Date: Tuesday, June 10, 2014
Work Hours: Full-time; 40 hours/week
Salary: Ordinarily Resident (OR): \$158,629.23 pesos per year (FSN-5 starting salary)

(Note: All ordinarily resident applicants must obtain the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)

The U.S. Consulate General in Matamoros is seeking an individual for the position of Warehouse Clerk in the Management Office.

BASIC FUNCTION OF POSITION

Acts as the Warehouse Coordinator and Supply Clerk for Post. Maintains an inventory of non-expendable property and expendable supplies. Maintains and performs Post's NEPA program to include inventory and auction/sale functions. Responsible for maintenance and tracking of the Welcome Kits. Assists in the delivery, loading and unloading of supplies, furniture, equipment, etc. at the Warehouse, residences and offices. Manages stock control through pertaining applications and controls. Provides office supplies and janitorial items to all sections in the Consulate. Responsible for receiving all purchased expendable and non-expendable items for all Consulate departments.

QUALIFICATIONS

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

- Completion of secondary school is required.
- Three or four years of progressively responsible experience in warehouse, supply room, inventory control, or storekeeping is required.
- English Level II (LIMITED) read, written and spoken, Spanish level IV (FLUENT) read, written and spoken. (Please see section "To Apply" on pg. 2 for test instructions).
- Must have basic knowledge and understanding on computer applications (such as MSWord, MS Excel, MS Outlook, etc.) and some operating systems such as Windows XP Professional, Vista, or related.
- Must be capable to perform moderate to arduous work, heavy lifting, and handling equipment utilized.
- Must possess a local valid driver's license.
- Must possess a valid U.S. visa.

SELECTION PROCESS

**All applicants must pass a rigorous security certification process.
Funds availability limits this position to the Local Employee Staff (LES) local compensation plan.**

Additional selection criteria

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 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.
- All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security **certification**. Until further guidance is received from the Legal Office of the State Department, EFMs will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

To apply:

Interested applicants for this position **MUST** submit the following or the application **WILL NOT BE CONSIDERED:**

- **Universal Application for Employment (UAE) form.**
<http://matamoros.usconsulate.gov/matamoros/vacancies.html>
- Resume
- Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
- Non-EFMs, will be responsible for test fee
- Applicants who have completed a University Degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.

SUBMIT APPLICATION PACKAGE TO

Human Resources Office

E-mail: HRMatamoros@state.gov (Please refer to position number in subject line of e-mail.) i.e. **Warehouse Clerk**

Please check the U.S. Consulate web site for future vacancy announcements at <http://matamoros.usconsulate.gov/matamoros/vacancies.html>

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Definitions

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. Citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity of pension based on a career in the US Civil or foreign services.
 2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
 3. **Member of Household (MOH):** Someone who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
 4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
 5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
- The US Mission in Mexico 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.

Drafter: RGuerrero

Cleared: FBerggren