Position Vacancy Announcement

U.S. CONSULATE GENERAL MATAMOROS

NO: 13/02

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: **A50-002 HUMAN RESOURCES ASSISTANT, FSN-8, FP-06***

OPENING DATE: MARCH 04, 2013

CLOSING DATE: UNTIL FILL

WORK HOURS: Full-time; 40 hours/per week

SALARY: *Not-Ordinarily Resident (see definitions): Starting Salary and Position Grade FP-06 to be confirmed by Washington.

Ordinarily Resident: $271,821.12 pesos per year (FSN-8 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 Human Resources Assistant for the Management Section (MGT).

BASIC FUNCTION OF POSITION

This position is responsible for managing U.S. personnel issues for Foreign Service Officers, Civil Servants and Eligible Family Members. Serves as the Consulate's classifier for all local positions and as the main timekeeper. Counsels employees on various HR issues. Maintains HR files and databases related to duties and is responsible for and performs clerical work such as filing, translating, drafting, etc. Serves as back up to HR Clerk and reports directly to post's Management Officer.

QUALIFICATIONS

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

- At least two years of college.
- Two years of experience in an administrative or HR position.
- Level III (good working knowledge) English and level IV (fluent) Spanish (spoken/written) are required. (Please see section "To Apply" on pg. 2 for test instructions)
- Good numerical, typing, computer (Word & Excel) and interpersonal skills. Well organized, tactful, discrete and patient. Ability to draft and translate correspondence in English and Spanish.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential for the candidate to address the required qualifications above in the application.

ALL APPLICANTS MUST PASS A RIGOROUS SECURITY CERTIFICATION PROCESS.

ADDITIONAL SELECTION CRITERIA:
1. Management will consider nepotism, conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. Currently employed Not Ordinarily Residents (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.
4. All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
5. 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 clearance. 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*:

Applications will be considered **ONLY** if the applicant meets the English/Spanish level required for this position.
1. Form DS-174, Application for Locally Employed Staff (LES) and Eligible Family Members (EFM), which can be found at http://matamoros.usconsulate.gov/matamoros/vacancies.html
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Other documentation (e.g., school diplomas, school transcripts, certificates, awards, essays) that supports how the candidate meets the qualification requirements of the position as listed above.
4. Proof of English proficiency (required only for applicants whose mother tongue is not English*):

   * Applicants whose mother tongue is English must provide enough supporting documentation to prove it and may be administered a Spanish test.

   *Bilingual applicants who have a university degree from the U.S. or another English speaking country do not need to provide a valid TOEIC/TOEFL test score, but must provide a copy of their university degree in their application package.

   External candidates: A valid TOEIC or TOEFL test score, for non-native speaker, not older than 2 years of this announcement's closing date.

   Internal candidates: Those applicants whose current position has a lower level of English than the one required on this announcement will have to provide a valid TOEIC or TOEFL test score, for non-native speaker, not older than 2 years of this announcement's closing date.
   If a current employee is in a position that has the same or higher level of English than the position s/he is applying for, and s/he is performing the job satisfactorily, s/he will NOT be required to take the English test.

   The scores for Level III (Good Working Knowledge) are: (TOEIC PBT650+ or TOEFL ITP/PBT 540+ or TOEFL iBT 76+)

   Applicants who do not provide a test score in their application package must be registered for the exam by April 04, to be considered.

   - Closer administration in Matamoros: TOEFL, Harmon Hall, Calle 7 #9, between Mina and Ocampo, Zona Centro, Matamoros, Tam., tel. 816-6060, Attn. Ylsse Lara. **Please indicate you are applying for a job at the Consulate.** Next test administration: June24, 2012; Cost: $775.oo Pesos. Cost is the applicant's responsibility.

SUBMIT APPLICATION PACKAGE TO
Human Resources Office
U.S. Consulate General Matamoros
Calle Azucenas #8, Col. Jardín
Matamoros, Tam., 87330
Or email it to HROMatamoros@state.gov
Please check the U.S. Consulate web site for future vacancy announcements at:
http://matamoros.usconsulate.gov/matamoros/vacancies.html

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 he or she 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 U.S. 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 safe haven abroad, or alternate safe haven abroad; and
--Does not receive a USG annuity or pension based on a career in the U.S. 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 at a U.S. 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**: A MOH is a person 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 U.S. 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.

CLOSING DATE FOR THIS POSITION: UNTIL FILL

The U.S. 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: ACastro Cleared: JDanover