

# Position Vacancy Announcement

U.S. CONSULATE GENERAL MATAMOROS

NO: 12/10

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: **A50-004 HUMAN RESOURCES ASSISTANT, FSN-7, FP-07\***

OPENING DATE: JULY 09, 2012

CLOSING DATE: JULY 16, 2012

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

SALARY: \*Not-Ordinarily Resident (see definitions): Starting Salary and Position Grade FP-07 to be confirmed by Washington.

Ordinarily Resident: pesos \$221,877.50 per year (FSN-7 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.*

\*ELIGIBLE FAMILY MEMBERS AND MEMBERS OF HOUSEHOLD MUST HAVE AT LEAST SIX MONTHS REMAINING IN THEIR TOUR OF DUTY TO APPLY FOR THIS JOB AND RESIDE AT POST WITHIN 30 DAYS OF THE CLOSING DATE OF THIS ANNOUNCEMENT\*

NOTE: Consideration of EFM's will be based on funding availability. Please contact the EFM Coordinator at x4096 for more details.

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**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

Employee is responsible for post's Locally Engaged Staff (LES) personnel issues from the point of announcing a position to entry of the employee into the position, including maintenance of their records. Handles post's, training, awards and official driver's programs. Counsels employees in various HR areas. Maintains HR databases and files related to responsible duties and performs clerical work such as filing, translating, drafting, etc. Serves as back-up to other HR Assistant/main timekeeper, and as alternate Class B Cashier.

## QUALIFICATIONS

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

- Completion of high school is required.
- Two years of experience in administrative position and at least three months handling cash are required.
- Level III (good working knowledge) English and level IV (fluent) Spanish (spoken/written) are required. (Pls. see section "To Apply" on pg. 2 for test instructions.)
- Good computer (MS Word, Excel and Power Point basics), numerical, analytical and organizational skills. Ability to draft and translate correspondence in English and Spanish.
- Good judgment, tact, discretion and attention to detail.

## SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFM's) 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 EFM's 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, EFM's 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 August 02, 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. Ylisse Lara. **Please indicate you are applying for a job at the Consulate.** Next test administration: August 16, 2012; Cost: \$775.00 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 [HRMatamoros@state.gov](mailto:HRMatamoros@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 EFM's and EFM's 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: JULY 16, 2012

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