

Position Vacancy Announcement

U.S. CONSULATE GENERAL MATAMOROS

NO: 14/01
OPEN TO: U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFMs) – All agencies
POSITION: **97988888, COMMUNITY LIAISON OFFICER (CLO) - COORDINATOR, FP-6****
OPENING DATE: January 29, 2014
CLOSING DATE: February 12, 2014
WORK HOURS: Part-time; **20** hours/per week
SALARY: **Position Grade FP-07 to be confirmed by FLO**, who makes the grade determination for all CLOs, based on education and experience. If selectee does not qualify at the full performance level, s/he will enter at a lower grade and will receive a single promotion every year until s/he reaches the position's level.

NOTE: ONLY APPOINTED ELIGIBLE FAMILY MEMEBERS AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION.

ELIGIBLE FAMILY MEMBERS MUST HAVE AT LEAST ONE YEAR REMAINING TO THEIR TOUR OF DUTY TO APPLY FOR THIS JOB.

****IF THE CANDIDATE IS APPROVED AT FULL PERFORMANCE LEVEL BUT DOES NOT CURRENTLY HAVE A TOP SECRET SECURITY CLEARANCE, OR IF S/HE IS NOT GRANTED AN INTERIM ONE, S/HE WILL BE HIRED ON A SHORT TERM AS CLO DESIGNATE AT ONE GRADE LOWER (SINCE THEY WILL NOT BE ABLE TO PERFORM FULL CLO DUTIES) UNTIL CLEARANCE HAS BEEN GRANTED. AFTERWARDS, THE CANDIDATE WILL BE PROMOTED TO CLO COORDINATOR POSITION AND FULL PERFORMANCE GRADE LEVEL.**

**The U.S. Consulate General in Matamoros is seeking an individual for the position of
Community Liaison Officer (CLO) for its Management Section (MGT).**

BASIC FUNCTION OF POSITION

The CLO Coordinator serves all USG American employees and their family members at post. The major goal of the CLO program is to improve and maintain the morale and quality of life for American employees and their families through various activities related to employment, education, personal welfare, and leisure. The duties of the CLO are defined in eight areas of responsibility, and the CLO develops and administers a program plan across these eight areas. The CLO program is client-driven and responsive to post-specific needs. The CLO Coordinator is considered an officer-level professional who holds a position of responsibility and is an integral part of the management team.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Please contact ext. 2085.

QUALIFICATIONS

NOTE: All applicants must provide specific and comprehensive information and/or documentation that confirm/explain how they meet each of the requirements listed below.

- A high school diploma is required.
- Minimum of 2 years experience in an area involving customer service, working with others, interpreting and applying regulatory or procedural materials are required (voluntary experience within a given time frame can be counted as qualifying experience).
- Level III (Good Working Knowledge) English, both spoken and reading is required.
- Must have good knowledge in the use of the PCs programs such as Word, Excel, Power Point, etc.
- Must have a strong interpersonal, organizational and communication skills.
- Must have the ability and confidence to meet and talk with wide variety of people.

All applicants must pass a rigorous security clearance 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. 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 ALL DOCUMENTS LISTED BELOW or the application will NOT BE CONSIDERED*:

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., High school diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed above.

*Applicants whose native language is not English may be required to do an internal test of this language.

SUBMIT APPLICATION TO

Human Resources Office

Email address: 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.
4. **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: February 12, 2014

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.