

Position Vacancy Announcement



U.S. Consulate General Merida

NO: 14/02

OPEN TO: ALL INTERESTED U.S. CITIZEN CANDIDATES

POSITION: 98-866000 Consular Agent Cozumel / FZ-20%

OPENING DATE: February 4, 2014

CLOSING DATE: February 18, 2014

WORKING HOURS: Part-time: 8 hours/week

SALARY: Starting salary and position grade to be confirmed by Washington

The U.S. Consulate General in Merida is seeking U.S. citizen applicants for the position of Consular Agent in Cozumel.

BASIC FUNCTION OF POSITION:

The Consular Agent is responsible for providing the following:

1. Emergency services that include, but are not limited to, reporting arrests, notifying the Consulate of deaths of U.S. citizens and assisting the decedent's next-of-kin with funeral arrangements and safeguarding of personal effects, visiting and assisting injured or hospitalized U.S. citizens, relaying emergency messages from family members, assisting destitute U.S. citizens, and attempting to locate missing U.S. citizens.
2. Visit and report to the U.S. Consulate General Merida on the welfare and whereabouts of children who are subjects of international child custody disputes.
3. Develop a network of contacts among local officials and community members who can be of assistance in the performance of the Consular Agent's official duties.
4. In exceptional circumstances as directed by the Merida Consular Chief or Principal Officer, the Consular Agent may be required to provide back-up assistance to the Consular Agencies in Playa del Carmen or Cancun, including providing routine services such as acceptance of passport and birth registration applications, and notariats, and serving as sub-cashier for the collection of consular fees.
5. Maintain a written record of all consular services performed on behalf of U.S. citizens. The Consular Agent will not collect fees, but rather refer fee services to either the Consular Agencies in Cancun or Playa del Carmen, or to Consulate General Merida.

REQUIRED QUALIFICATIONS

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

1. Year-round resident of Cozumel, Quintana Roo, Mexico with authorization to work in Mexico.
2. At least two years of post-secondary study (college, university, vocational school, or in the U.S. Armed Forces).
3. At least two years experience in customer service or two years experience in U.S. government service.
4. Willingness to work an irregular schedule (i.e. frequently after office hours and on weekends).
5. Level IV (advanced professional proficiency) spoken and written English.
6. Level III (general professional proficiency) spoken and written Spanish.
7. Skilled in using computer programs including Microsoft Office applications, email, and the internet.
8. Have or be able to obtain a valid Mexican driver's license and be available to drive within Quintana Roo and to Consulate General Merida.
9. Have or be willing to obtain a high-speed home internet connection and computer at personal expense.

SELECTION CRITERIA AND CONDITIONS OF EMPLOYMENT

The selected candidate must be a U.S. citizen, year-round resident of Cozumel, Quintana Roo, Mexico with authorization to work in Mexico. The selected candidate must demonstrate fluency in the Spanish and English languages. The selectee will provide emergency citizen services on Cozumel. Occasional ferry travel to/from Playa del Carmen may be required. When not engaged in providing on-site citizen services in the field, the selected candidate will telecommute as required.

Although the Consular Agent may be informally accorded "honorary consul" status by the Government of Mexico, the Consular Agent is not a diplomatic or consular officer of the United States of America. Therefore, the Consular Agent is not entitled to the privileges and immunities that diplomatic or consular officers enjoy under international law.

During the first year of employment, the new Consular Agent is initially appointed as an "Acting Consular Agent," pending completion of a suitability and background check (3 FAM 8912.4 <http://arpsdir.a.state.gov/fam/03fam/03fam8910.doc>) required for a Public Trust Certification security clearance. Required forms and procedures will be provided at entry on duty.

After the first year of employment, limited appointments of up to three years at a time, with no limit on the number of extensions, may be requested by the supervising post and approved by the Department of State.

SUPERVISION:

The Consular Agent is under the direct supervision of the U.S. Consulate in Merida, Mexico, reporting to the Consular Section Chief. The incumbent receives an annual performance evaluation rated by the Consular Section Chief and reviewed by the Principal Officer. Training, supplies, and logistical support will be provided by the U.S. Department of State and the U.S. Consulate in Merida.

ALL APPLICANTS MUST PASS A RIGOROUS SECURITY CLEARANCE PROCESS.

SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving an initial probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.
5. All Local Employee Staff (LES) who have less than one year working for the Mission are not eligible to apply.

To Apply

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

1. Universal Application for Employment form <http://photos.state.gov/libraries/merida/231771/PDFs/DS-0174.pdf> (UAE) DS-174 plus any 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.
2. Non-native Spanish speakers: Test score is required from Berlitz (<http://www.berlitzmerida.com>). (Valid for two (2) years).
3. Non-native English speakers: TOEIC or TOEFL English test score is required (Valid for two (2) years) from the following institutions: Berlitz (<http://www.berlitzmerida.com>) or Harmon Hall (<http://www.harmonhall.com/>).
 - The scores for Level IV (Fluent) are: (TOEFL IBT 105+ or TOEFL ITP/PBT 620+ or TOEIC PBT 850+)
 - 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.
4. Candidates who claim U.S. Veteran's preference must provide a copy of their form DD-214 with their application.

Note: Any costs for travel and test fee are the applicant's responsibility.

SUBMIT APPLICATION TO

MeridaHR@state.gov (Please include position 98-866000 Cozumel Consular Agent FZ-20% in subject line of e-mail) or deliver in a closed envelope to:

Human Resources Office
American Consulate General Merida
Calle 60 No. 338-K por 29 y 31, Col. Alcalá Martín
C.P. 97050 Merida, Yucatan. Mexico.

Please check the U.S. Consulate Merida website (<http://merida.usconsulate.gov>) or U.S. Embassy web site (www.usembassy-mexico.gov) for future vacancy announcements.

DEFINITIONS

1. 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.

2. 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.