



American Consulate General, Mumbai, India

VACANCY ANNOUNCEMENT NUMBER: 33/2012

OPEN TO: All Interested Candidates

POSITION: Secretary; FSN-120-06
BLA-100005 (Personal Services Agreement)

OPENING DATE: May 4, 2012

CLOSING DATE: May 17, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) – Grade: FP-08
Ordinarily Resident (OR) – Grade: FSN-06*
* starting salary will be determined on the basis of qualification and experience, and/or salary history

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General in Mumbai is seeking an individual for the position of “Secretary” in the Political and Economic Section.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted (refer to application procedure below).

Only shortlisted applicants will be called for the interview.

BASIC FUNCTION OF POSITION

The incumbent provides administrative support to the American Chief of the Political Economic section, three American Vice Consuls in the Pol/Econ section, one EFM working on economic issues, and assists four FSN Specialists, a total of nine people. The Incumbent is responsible for scheduling, correspondence, assisting with travel and visitors arrangements, interacting with government officials and corporate contacts, coordinating meetings and telecommunications needs and organizes representational events for the Pol/Econ section. The incumbent prepares travel orders, manages representational and travel budgets and oversees communication with the Consular Section on visa referrals. Incumbent also serves as back up for American OMS of the section.

QUALIFICATIONS REQUIRED

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

1. Completion of Bachelors Degree in humanities/commerce/science is required.
2. A minimum of two years of experience as a Secretary is required.
3. Fluency in English (Level IV) and good working knowledge of Hindi/Marathi (Level III) is required.
(When applying for the position, please indicate your level of proficiency for the language)
4. Must be familiar with the Indian political, social and cultural life and problems including regional peculiarities.
5. 40 w.p.m. typing is required. Must have independent judgment and self-starting initiative and the ability to organize her work in this extremely busy political-economic section. Computer and software skills are required (word, excel, internet, outlook, power point).

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) is available on our website http://mumbai.usconsulate.gov/human_resources.html **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1- 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: The Management Officer
C-49, "G" Block, Bandra-Kurla Complex
Bandra (East)
Mumbai 400 051.

POINT OF CONTACT

Shyju B. Kombath
Human Resources Office
Tel: (022) 2672-4000 Extn.: 4354
E-mail: MumbaiHRCareer@State.gov

CLOSING DATE FOR THIS POSITION: May 17, 2012

The U.S. Mission in Mumbai 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.

Drafted By: M/HR – RRajmohan/SKombath
Approved: Pol/Econ Officer - RCarlson
Cleared By: MGMT - PCox

Appendix A

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)**: An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)**: - A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

DEFINITIONS

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- a. Position Title
- b. Position Grade
- c. Vacancy Announcement Number
- d. Date of Birth
- e. Place of Birth
- f. Dates Available for Work
- g. First, Middle, & Last Names as well as any other names used
- h. Current Address, Day, Evening, and Cell phone numbers
- i. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- j. U.S. Social Security Number and/or Identification Number
- k. Eligibility to work in the country (*Yes or No*)
- l. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- m. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- n. Days available to work
- o. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- p. U.S. Eligible Family Member and Veterans Hiring Preference
- q. Education
- r. License, Skills, Training, Membership, & Recognition
- s. Language Skills
- t. Work Experience
- u. References