

Position Vacancy



U.S. Consulate General Nogales

Announcement

NO: 2013/007
OPEN TO: U.S. Citizen Eligible Family Members (AEFMs) All Agencies interested
POSITION: 97-971139 Community Liaison Office Coordinator FP-06*
OPENING DATE: 08/26/2013
CLOSING DATE: Until filled
WORK HOURS: Part Time; 32 hours/week (Flex time/ Part time/Job share will all be considered).
STARTING DATE: December 30, 2013
SALARY: *EFM: US \$ 35,789.44 (Starting Salary) FP-06*

(NOTE: ONLY US CITIZEN APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AEFMS MUST HAVE AT LEAST SIX MONTHS REMAINING TO THEIR TOUR OF DUTY AND RESIDE AT POST WITHIN 90 DAYS OF THE CLOSING DATE OF THIS ANNOUNCEMENT TO BE CONSIDERED. JOB SHARE ARRANGEMENTS, IF ANY, MUST BE COORDINATED BEFOREHAND BY APPLICANTS AND NOTED ON THE APPLICATION.)

The Consulate of the United States of America in Nogales is seeking an Eligible Family Member (EFM) for employment in country for the position of Community Liaison Office Coordinator in the Management Section. Note: while this position will not start until December, 2013 or January 2014, post wishes to select a candidate early to provide time to obtain security clearances and training.

BASIC FUNCTION OF POSITION

The CLO helps newly assigned arriving Foreign Service employees and family members transition smoothly to post through welcoming and sponsoring programs, promotion of information and referral services on children's educational options, including special needs concerns, and organization of orientation trips to the city and medical resources. The CLO organizes several events including regional trips and holiday celebrations for the consulate community. S/he provides referrals for local adult employment and education options. CLO attends meetings of the Post Housing Board, EAC, and Senior Staff. S/he maintains the post profile data and submits statistical and activity reports to the FLO in DC. The incumbent is responsible for producing the post's newsletter, as needed, providing information about the community, about the host country, and about activities of interest to all members of the post community.

QUALIFICATIONS

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

- High School diploma is required.
- Eligibility to obtain a Top Secret clearance is required.
- Two years experience in an area involving customer service, working with others, interpreting and applying regulatory of procedural materials is required.
- English Level IV (fluent) is required.
- Must have strong interpersonal, organizational and communication skills.
- Must have good knowledge in the use of PC programs such as Word, Excel and PowerPoint.

SELECTION PROCESS

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

ALL APPLICANTS MUST PASS A RIGOROUS SECURITY CERTIFICATION PROCESS.

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful Candidacy.
- Current employees on probation are not eligible to apply.
- Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 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.
- All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexican (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 certification. 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**:

- Review the complete Vacancy Announcement at: http://nogales.usconsulate.gov/vacancy_announcements.html
- **Universal Application for Employment (UAE) form** at: <http://photos.state.gov/libraries/nogales/384042/PDFs/DS0174.pdf> plus
- A current resume or curriculum vitae that provide the same information as a DS-174.
- Non-Native Spanish speakers. For Spanish test, applicants should contact Gloria Galindo/Carlos Basurto at extensions 8170/8196. Non-EFM's will be responsible for test fee.
- 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 1.
- Copy of English Language exam test score is required from the following institution website: <https://secure.vec.bc.ca/vec/online-test.cfm>
- Copy of typing test score (test may be taken at: www.typingtest.com)
- Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
- 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.

SUBMIT APPLICATION TO

U.S. Consulate General Nogales/Human Resources Office

Calle San José S/N

Fraccionamiento Los Álamos

Nogales, Sonora 84065 or

E-mail: NogalesHR@state.gov (PLEASE REFER TO POSITION NUMBER IN SUBJECT LINE OF E-MAIL I.E. 97-971139
Community Liaison Office Coordinator)

Please check the U.S. Consulate General web site for future vacancy announcements: <http://nogales.usconsulate.gov>

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 s/he meets all of the following criteria:

- US 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 US 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 of pension based on a career in the US Civil, Foreign, or uniform 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 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.

3. **Member of Household (MOH)**: Someone who: 1) has accompanied, but is 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 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.

CLOSING DATE FOR THIS POSITION: Until filled

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.