



Position Vacancy Announcement

American Consulate General Nuevo Laredo

NO: 15/03

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: A58-002 OBO Management Assistant - FSN-8 FP-6*

OPENING DATE: 04/01/2015

CLOSING DATE: 04/16/2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: Starting Salary and Position Grade FP-6* to be confirmed by Washington.

*Ordinarily Resident: \$ 271,821.12 pesos per year (starting FSN-8 salary -)

LENGTH OF HIRE: *Temporary position not to exceed three years from the date of hire.*

(NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST OBTAIN THE REQUIRED WORK PERMIT AND/OR MUST HAVE THE APPROPRIATE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.)

*EFMs AND MOHs MUST HAVE AT LEAST SIX MONTHS REMAINING TO THEIR TOUR OF DUTY TO APPLY FOR THIS JOB AND RESIDE AT POST **WITHIN 30 DAYS OF THE CLOSING DATE OF THIS ANNOUNCEMENT.***

The U.S. Consulate in Nuevo Laredo is seeking an individual for the position of Management Assistant in the OBO New Consulate Compound NCC.

BASIC FUNCTION OF POSITION

The incumbent serves as Business Manager / Program Analyst for Nuevo Laredo New Consulate Compound Project and is responsible for assisting in the establishment and administration of program management systems, policies, and procedures for the OBO Nuevo Laredo Project Office. These functions encompass the execution of program management policies and systems including baseline management, business management and administrative management policies and systems. Incumbent directly supervises the OBO Administrative Assistant(s), Shipping Clerk and administrative Staff.

QUALIFICATIONS REQUIRED

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

- Completion of two year business or secretarial degree program or equivalent required.
- Three to five years of professional business management experience preferably in a design, construction, or government management related position is required.
- Level III (Good working knowledge) English oral and written is required.
Level IV (fluent) Spanish oral and written is required
(Please see section "To Apply" on pg 2 for test instructions)
- Experienced in managing and scheduling administrative staff to include the areas of project controls, accounting, reporting, contract administration, document control, and administrative assistant positions; Must have an excellent background in MS Office Suite computer applications; Experienced with business office administrative policies and procedures applicable to office operations. Ability to coordinate administrative management functions with Consulate offices, OBO Washington, project contractors, and subordinates.
- Ability to manage and schedule administrative staff to include the areas of project controls, accounting, reporting, contract analyst, document control, and driver/clerk positions; Must have an excellent background in MS Office Suite computer applications and data processing. Knowledge of host government entities, policies, and procedures as related to building

construction. Ability to coordinate administrative management functions with Consulate offices, OBO Washington, project contractors, and subordinates; Must perform all duties independently with minimum supervision using initiative and resourcefulness. Incumbent must have a flexible approach to working overtime. Incumbent must exercise tactfulness and have excellent customer service skills. Must be able to draft and translate correspondence in English and Spanish.

SELECTION PROCESS

When equally qualified, U.S. 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 CANDIDATES 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.
- 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.
- 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 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**:

- Application for U.S. Federal Employment (DS-0174); or
- A current resume or curriculum vitae that provides the same information as an DS-0174; <http://www.state.gov/documents/organization/136408.pdf> plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Copy of University Degree and/or other documentation that addresses the qualification requirements of the position;
- Copy of Valid Driver's License.
- Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility). **Valid for two (2) years**.
- **TOEFL, TOEIC**, Harmon Hall, Av. Reforma 5601 Local E-1, Fracc. Centro Comercial Reforma, Phone (867) 717-20-40
- TOEFL, Universidad Valle del Bravo, Blvd. Emiliano Zapata #6150, Col. Concordia. Phone / fax: (897) 718-70-31 or 33.
- TOEFL information: <http://www.iielatinamerica.org/cgi-bin/contenido.pl?p=centrositp>
- TOEIC information: www.toeic-mex.com - info@toeic-mex.com
- TOEFL TAMIU of Laredo Texas Contact the Testing Center in University Success Center 201 or call 326-2131 for more info <http://www.ets.org/toefl>
- **The scores for English level III (good working knowledge) are: TOEFL IBT 76+; TOEFL ITP 540+; TOEIC 650+;**
- **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

American Consulate/Human Resources Office
Attention: Human Resources Office
Allende #3330 Col. Jardin
Nuevo Laredo, Tamps 88265
Tel: 867-714-0512
FAX: 867-714-0990
E-mail: AmConNuevoLaredo_HR@state.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 safehaven abroad, or alternate safehaven 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 at 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/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 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: **04/16/2015.**

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.