



United States Department of State
Florida Regional Center

Vacancy Announcement 001/11

DATE: September 28, 2011

OPEN TO: All Interested Candidates

FROM: Florida Regional Center

POSITION: Regional Financial Training Specialist

OPENING DATE: September 28, 2011

CLOSING DATE: October 11, 2011

WORK HOURS: Intermittent, As Needed Basis/When Actually Employed (WAE)

SALARY Ordinarily Resident:
This is a professional-level position. Salary for an Ordinarily Resident candidate (see definition below) is dependent upon the country from where they are based and will be determined by the local compensation plan of that supporting U.S. Embassy.

Not-Ordinarily Resident:
(Position Grade: FP-05) (US\$42,948.00) p.a. (Starting Salary)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Florida Regional Center is seeking qualified candidates for the position of Regional Financial Training Specialist. The successful candidate will be employed, **on an intermittent, as needed basis**. Decisions on the assignment of projects associated with this position will be made by the employing office. Since this position will support training initiatives on an intermittent, as needed basis, the successful candidate will only be paid when they are actually required and working, in other words, when actually employed. The actual compensation will be based on an hourly rate calculated from the per annum salary.

Basic function of position:

Functions performed include serving as a lead trainer, co-trainer, developing/revising training materials (classroom, online, formal and informal), and performing a variety of program management activities for the RM/GFS Global Training Program. Travel is required on a frequent basis to deliver training on site at various embassies/consulates throughout the entire world. The incumbent designs, develops, implements, and maintains the training materials and delivers classroom training utilized by U.S. Embassies and missions around the world and by other government agencies. Utilizing knowledge and skills developed through overseas State Department financial management experience, the incumbent serves as the primary expert for course development and maintenance, the lead trainer, and the primary course evaluator for global training initiatives associated with ICASS, budgeting, travel policy and allowances, and

software programs that include and are not limited to Global E Travel (GET), Web.ICASS and COAST Reporting, in the Office of Customer Support & Training.

Major Duties and Responsibilities

The job-holder is responsible for preparing and conducting training sessions of various subjects particularly in the areas of financial management for ICASS service providers and customers as described in the ICASS handbook. Training sessions are held on-site at the Global Financial Services (RM/GFS) offices in Charleston, SC; RM/GFS Bangkok, Thailand, the Financial Support and Training Office (FSTO) Paris, France and in various locations throughout the world.

The job-holder teaches and co-teaches sessions, segments, and entire training courses (usually between 32 to 40 hours of classroom instruction per week of training while training) using various effective training methods, e.g. individual work assignments, group discussions, role plays, participants teaching and various audio-visual equipment/presentations. Certain course materials may require preparation before and after classroom instruction given to students, including after-hours and before-hours preparation, review, and last-minute revisions.

As either a course owner or member of a course development team, and as assigned, incumbent will analyze training needs and requirements, and develop or assist in developing new courses (including online and distance learning courses) or assist in re-writing and maintaining existing course materials.

A copy of the complete position description listing all duties and responsibilities is available upon request via e-mail to FRCHRAPPLICATIONS@state.gov.

QUALIFICATIONS REQUIRED

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

Education:

Must have a Bachelors Degree in at least one of the following disciplines: Finance, Economics, Management, Administration, Social Science, Information Management, Psychology, Education or Liberal Arts.

Prior Work Experience:

The incumbent must have at least 10 years of experience in the financial field and at least 5 of the 10 years must have been as a financial specialist or senior budget analyst in a State Department embassy. (Note that this experience must have included completion of the full Foreign Service Institute Financial Management course.).

Language Proficiency:

Level IV (Speaking/Reading/Writing) (advanced professional proficiency) English is required.

Knowledge:

Must have expert knowledge of financial management aspects of Department of State FAMs and FAHs, Standardized Regulations, Appropriation Law, Comptroller General Decisions, Code of Federal Regulations, Federal Travel Regulations, State telegrams, budget directives, and regulations and guidelines issued by various supported department bureaus and agencies.

Must know the organizational structure of a typical diplomatic mission and of State Department financial management organizations.

Skills and Abilities:

Must be able to discuss complex issues and prepare comprehensive written analytical reports. Must have interpersonal skills to gain acceptance of training concepts and recommendations.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 US 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); 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 VIA E-MAIL TO:

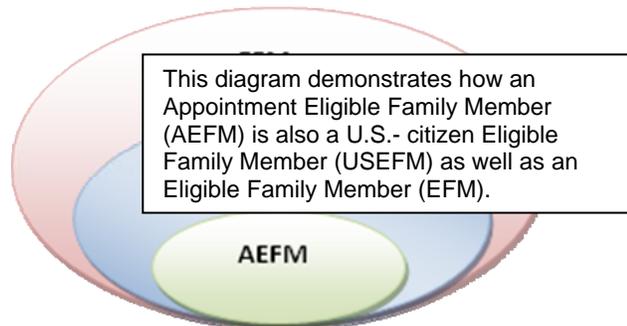
FRCHRAPPLICATIONS@state.gov

Applications will only be accepted electronically via e-mail to the address above. No mail in applications will be accepted.

The Department of State 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.

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.

EFGs 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

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 (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References