HUMAN RESOURCES NOTICE
VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 12-56

OPEN TO: Appointment Eligible Family Members (AEFMs) – All Agencies

POSITION: **Professional Adjudication Specialist (PAS), FP-5***

OPENING DATE: September 14, 2012

CLOSING DATE: September 28, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US$50,043 p.a. (Starting Salary)
(Position Grade: FP-5)

NOTE: POST WILL PAY TRAVEL AND PER DIEM EXPENSES FOR THE SELECTED CANDIDATE TO ATTEND THE PC-530 BASIC CONSULAR COURSE AT FSI, IF IT HAS NOT BEEN COMPLETED BEFORE APPLYING.

NOTE: APPOINTMENT ELIGIBLE FAMILY MEMBER (AEFM) APPLICANTS (See Appendix A) DO NOT HAVE TO BE RESIDING IN COUNTRY YET TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Panama is seeking an individual for the position of Professional Adjudication Specialist Assistant in the Consular Section (CONS).

BASIC FUNCTION OF POSITION

The incumbent serves as a Professional Adjudication Specialist, providing visa services (and/or passport and American citizen services, dependent on post need) under the supervision of the consular section chief or sub-unit chief. The incumbent conducts interviews with visa (and/or passport applicants) and makes appropriate decisions with regard to eligibility. Other responsibilities may be required as needed, including pre- and or post- interview processing, biometric collection, and services to assist American citizens in need.

QUALIFICATIONS REQUIRED

NOTE: Although some of the information below has been provided in your application, all candidates must still address each qualification/requirement detailed below, with specific and comprehensive information supporting each item, on a separate sheet of paper.

1. Education: Completion of high school and attendance at an accredited college or university for at least one semester, earning at least 11 credit hours as part of a degree program is required.

2. Experience: Successful completion of the 31 –day Basic Consular Course at FSI, PC 530, within the past five years; or employment in a position with consular adjudication authority for twelve months within the past five years; **or willing and able to attend the PC 530 course prior to assuming the PAS position**, and otherwise qualified for the PAS position.

3. Foreign Language: A current FSI-tested Spanish score of 3/3 is required.

4. English Language: Level IV (Fluent) Speaking/Reading/Writing English is required. Applicants will be required to demonstrate written language proficiency by completing a writing sample, proctored by an official US direct hire. A passing score on the Expanded Professional Associate Program writing assessment OR placement on the Foreign Service generalists register will also be accepted.

SELECTION PROCESS

When fully qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application, including mentioning AEFM or Veteran status.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Currently employed Appointment Eligible Family Members who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

3. 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.

4. Post HR conducts the initial eligibility and qualifications review of applications. HR forwards only the applications meeting the qualifications listed above to the Bureau of Consular Affairs Executive Office for consideration.

5. CA/EX reviews all qualified applications, including writing sample submissions, and when feasible, incorporates comments from applicant interviews with post consular section chief and/or CA/EX staff. CA/EX makes the final hiring decision and relays the decision to post HRO. Post HR requests the FMA appointment to the regional bureau's Family Member Employment Coordinator.

6. Possession of at least a secret level clearance is required in order to be appointed to the position. However, application for a PAS position can be considered in advance of receipt of the security clearance. An interim clearance is sufficient while the clearance application is being considered.

HOW TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff or Family Members (DS-174); plus,

2. Candidates who claim U.S. Veterans preference must provide copy #4 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.

3. Evidence of PC-530 completion or requisite employment as a designated consular associate. Post will pay travel and per diem expenses to attend PC-530 if selected candidate has not taken the course before applying.

4. Any other documentation (FSI language testing scores, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office – Vacancy Announcement No. 12-56
NEC Building # 783
Demetrio Basilio Lakas Avenue

Monday through Thursday from	8:00 a.m. to 12:00 noon
	2:00 p.m. to 4:00 p.m.
Friday from	8:00 a.m. to 12:00 noon

or

Via email to: panamaembjobs@state.gov
Subject line: 12-56 PROFESSIONAL ADJUDICATION SPECIALIST (PAS)

POINT OF CONTACT

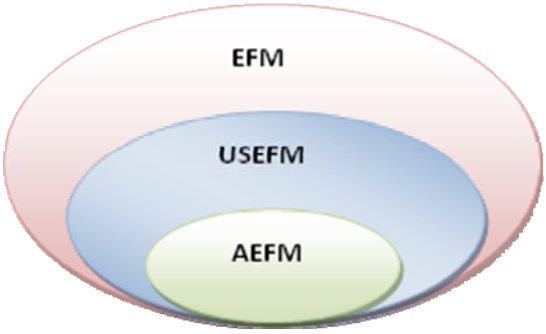
Human Resources Office
FAX: (507) 207-7011
Email address: panamaembjobs@state.gov

CLOSING DATE FOR THIS POSITION: September 28, 2012

The US Mission Panama 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



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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.

5. **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.

6. **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).

Cleared:
HRS: MDeVega
CONS: KBrokenshire
FMO: RGresbrink