

**HUMAN RESOURCES NOTICE
VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 12-57**

OPEN TO: Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOHs) – All Agencies

POSITION: Agricultural Science Research Technician, FSN-6**; FP-8*

OPENING DATE: September 21, 2012

CLOSING DATE: October 5, 2012

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US\$30,684 p.a. (Starting salary)
(Position Grade: FP-8)

**Ordinarily Resident (OR): US\$13,121 p.a. (Starting salary)
(Position Grade: FSN-6)

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

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS ATTACHED TO THE APPLICATION TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Panama is seeking one individual for the position of Agricultural Science Research Technician in the United States Department of Agriculture (USDA), Animal & Plant Health Inspection Services (APHIS), located in Pacora.

BASIC FUNCTION OF POSITION

The incumbent will serve as Agricultural Science Research Technician for the USDA-ARS Screwworm Research Unit located in Pacora, Panama. The incumbent will perform standardized routines in support of research projects on screwworms. Such duties involve standardized tests, procedures, routines or operations which require a general knowledge of basic biological/entomological science and suggest how to resolve problems encountered or to make adaptations in the sequencing of the tasks performed. This includes Assists in one or more phases of the research process by performing a variety of standardized or routine duties, in a laboratory or field environment, common to the assigned area of work.

A copy of the complete position description listing all duties and responsibilities is available at the Human Resources website: http://panama.usembassy.gov/job_opportunities.html

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: Two years of post-secondary education in Biology or related field is required.
2. Experience: One year of insect rearing, general work in a biological laboratory and general field biology experience is required.
3. Language: Level I (Rudimentary Knowledge) speaking/reading/writing English language is required. Level III (Good Working Knowledge) speaking/reading/writing Spanish is required. (Testing will be conducted to determine the qualifications).
4. Job Knowledge: General knowledge of the basic principles of biological science (e.g. pathology, physiology, entomology, biochemistry, microbiology, genetics, etc.) to perform routine or recurring techniques and studies is required. Record instrument readings, collect samples, and take measurements knowledge is required.
5. Computer Skills: Knowledge of Microsoft Suite. (Testing may be conducted to determine qualification).
6. Skills and Abilities: Basic skill at and knowledge of processes, methods, and procedures necessary to perform the full range of duties in the assignment area to support entomological research is required. Skill in the operation of basic equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings is required. Ability to keep exact and detailed records of data obtained from experiments is required. Ability to recognize subtle variations in often repeated experiments is required. Ability to schedule and independently carry out work assignments is required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application, including mentioning USEFM or Veteran status.

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 Citizens 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 position within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

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) (**Please make sure to fill out DS-174, print, scan and send it via email as an attachment**). Do not try to complete the form and send it directly by email because the system does not allow this); 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. All Ordinarily Residents (OR) must provide work and residency permits.
4. Any other documentation (e.g., essays, 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. 12-57
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: 12-57 Agricultural Science Research Technician

POINT OF CONTACT

Human Resources Office

FAX: (507) 207-7011

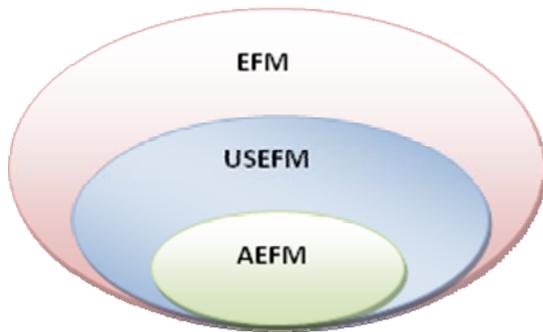
Email address: panamaembjobs@state.gov

CLOSING DATE FOR THIS POSITION: October 5, 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:

APHIS: PPhillips

HRS: MDevega