U.S. MISSION PANAMA
VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 16-01

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All Agencies

POSITION: **Economic/Political Assistant, FP-5***
(Full Performance Level)

OPENING DATE: February 2, 2016

CLOSING DATE: February 16, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US$51,560 p.a. (Starting salary)
(Position Grade: FP-5)

NOTE: ALL ELIGIBLE FAMILY MEMBER (EFM) APPLICANTS (See Appendix A) DO 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. Mission in Panama is seeking eligible and qualified applicant for the position of Economic/Political Assistant in the Embassy's Economic and Political sections.

BASIC FUNCTION OF POSITION

The incumbent fulfills the duties traditionally assigned to an entry level Foreign Service Officer complementing the work of the Economic and Political Sections' ten FSOs, one OMS, two EFMs and five LE Staff. The incumbent will have primary responsibility for work on labor, refugee/migration trends, and HIV issues and will assist the Economic and Political Sections on specific and as-needed projects. Incumbent will also research, draft and report relevant economic and political issues.

A copy of the complete position description listing all duties and responsibilities is available on 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 listed below with specific and

comprehensive information supporting each item, on a separate sheet of paper. Failure to do so may result in a determination that the applicant is not qualified.

1. **Education:** BA or BS in history, government, language, management, liberal arts, economics, business, humanities, applied science, international relations, law, marketing or engineering is required.

2. **Experience:** One year of professional office level experience such as in government service, with a nongovernmental organization (NGO), in a corporation or small business, in education, or in political activities, demonstrating a high level of accomplishment and potential is required.

3. **Language:** Level IV (Fluent) Speaking/Reading English language is required. Level II (Limited Knowledge) Speaking/Reading Spanish language is required. (Testing will be conducted to determine the qualifications)

4. **Job Knowledge**: Must have basic knowledge of government structures, political parties and leadership, social development issues, and economics, including how they interrelate. Must be comfortable in an American workplace. Must have knowledge of foreign policy. (Testing may be conducted to determine the qualifications)

5. **Computer Skills:** Knowledge of Microsoft Office Suite and internet is required. (Testing may be conducted to determine qualifications)

6. **Skills and Abilities:** Must show initiative and be a self-starter. Must be flexible, responsive and able to perform under the press of tight deadlines. Must be computer literate. Must have the ability to obtain and analyze material from varied sources and prepare factual reports in precise and accurate form. (Testing may be conducted to determine the qualifications)

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application, including mentioning USEFM or Veteran status.

HIRING PREFERENCE ORDER:

1) USEFM who is ALSO a preference-eligible U.S. Veteran
2) USEFM OR a preference-eligible U.S. Veteran
3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.

2. Current Ordinarily Resident 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.

6. **The candidate must be able to obtain a Secret security clearance.**

HOW TO APPLY

Interested candidates for this position must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website; plus,

2. Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process.

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. 16-01
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: 16-01 – ECONOMIC/POLITICAL ASSISTANT

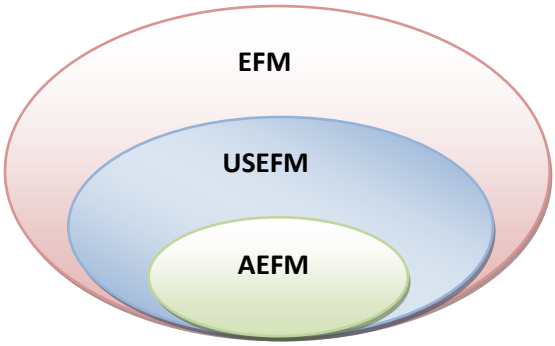
POINT OF CONTACT
Human Resources Office
FAX: (507) 207-7011
Email address: panamaembjobs@state.gov

CLOSING DATE FOR THIS POSITION: February 16, 2016

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 EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse or same-sex domestic partner when such child is expected to be under legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of the employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority

2) **U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**

- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3) <u>Appointment Eligible Family Member (AEFM):</u> An AEFM is an individual who meets **all** of the following criteria:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- 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 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4) <u>Member of Household (MOH):</u> A MOH is an individual who meets **all** of the following criteria:

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; **and**
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form OF-126 of a sponsoring employee.

5) **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**
- Is **not** a citizen of the host country; **and**
- Does **not** ordinarily reside in the host country; **and**
- Is **not** subject to host country employment and tax laws; **and**
- Has a U.S. Social Security Number (SSN).

6) **Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; **or**
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; **and/or**
- Is subject to host country employment and tax laws.

Cleared:
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