

VACANCY ANNOUNCEMENT # 14/01/05

ADMINISTRATIVE ASSISTANT (CLO) FSN-7 (OR); FP-6 (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: January 29, 2014
Closing Date: February 12, 2014
Work Hours: Full-time - 40 hours per week
Desired Start Date: As soon as possible

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

The U.S. Embassy is seeking an individual for the position of Administrative Assistant in the Community Liaison Office (CLO).

BASIC FUNCTION OF POSITION

Incumbent will draft and screen correspondence in English and Spanish, serve as translator if necessary, answer telephones, serve as a resource person for all those in the Mission who seek help in providing services, guidance, suggestions and make suitable referrals based on the knowledge of the Mission and community. Incumbent will perform administrative functions with minimal supervision, assist with orientation and departure programs. The incumbent will attend planning meetings, prepare flyers with the information concerning the event and sign up the attendees.

Please note: At the end of this Vacancy Announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

1. **Education:** Completion of two years of college/university studies in general coursework such as English composition, math, education and other general electives are required.
2. **Prior Work Experience:** At least two years of administrative or customer service experience is required.
3. **Language:** Level IV (Fluent) Speaking/Reading/Writing English ability. Level IV (Fluent) Speaking/Reading/Writing Spanish ability is required. This will be tested.
4. **Knowledge:** Individual must learn all agencies acronyms and what their functions are. He/she must be familiar with the city, country, its holidays, local policies, procedures and customs.
5. **Skills and Abilities:** Experience with event coordination is essential. The position requires extensive knowledge of computer programs used in the office (Excel, Word, PowerPoint, Publisher). Training in Sharepoint and Publisher will be provided. Must be able to type 20 wpm. This will be tested.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (USEFMs) 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. Hiring Office will receive qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. veterans),
 - b. internal candidates, and
 - c. external candidates.
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.

4. 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.
5. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. 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.
7. US Eligible Family Members (USEFM's), Eligible Family Members (EFM's), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

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 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. Applicants from within the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

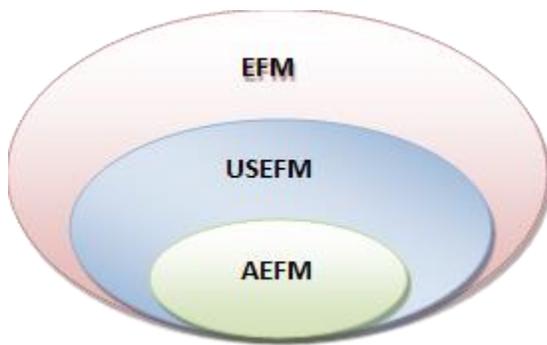
Submit applications to:

limarecruitment@state.gov

- Please be sure to send all requested information as one document, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5 MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contacted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

Appendix A

DEFINITIONS



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

1. Eligible Family Member (EFM): An individual related to a US 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. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US 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). Please attach copy of DNI or work permit
- 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. Please attach copy of document
- 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

CLOSING DATE: February 12, 2014

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Major Duties and Responsibilities of the Position

This employee works with the CLO and two assistant CLOs in a demanding, customer-focused office which has interaction with US Direct Hire employees, family members as well as the locally-hired staff. The employee is responsible for the successful execution of all logistics for US Embassy community events generated from the CLO Office. The employee's effectiveness impacts on the well-being of the whole community. This position requires the employee to interact and respond to countless questions and demands from the community. Upon the employee's discretion, the employee must be able to successfully assist walk-ins and filter inquiries by email and phone, providing information and guidance to direct the customer to the supervising CLO or to the correct individual or office for assistance. The size of Embassy Lima demands the employee has a strong ability to prioritize, follow through, and use discretion and judgment in client and inter-office interactions. The CLO Admin Assistant also keeps records on domestic staff and updates as needed. In addition the employee is responsible for other office duties including maintaining and ordering supplies, and maintaining the CLO calendar. This position requires strong Spanish and English skills both spoken and written are required. Drafting in Spanish and English are necessary. 50%

Experience with event coordination is essential: CLO events have as many as 600 or more participants, including family members. Smaller weekly events also demand attention to detail, coordination, prioritizing and an understanding of RSO escort requirements. Clear, timely and coordinated "e-services" for complex events is a constant. The employee supervises all vendors and verifies in compliance with RSO's guidelines when they are on the Chancery grounds during the work-week. In the planning stages of our larger events the employee devises a proposed course of action for events and upon approval from the supervisor, works independently to contact the

different elements needed for coordination. After timely submission of "e-service" requests and approval by all offices, the employee ensures successful coordination between GSO, FAC, and RSO Offices with the CLO office. This employee also oversees the execution of services outside of the embassy, which CLO hires, as needed for different events and handles the communication, supervision and coordination with all services, outside of the embassy, which CLO hires, as needed, to mount our events. 30%

The employee maintains all the accounting information for CLO events on a spreadsheet and reports to the supervising CLO regarding budgeting for events and the final financial reports. The employee negotiates with vendors to provide the best price for our events. With CLO's oversight and monthly report reviews, employee maintains all accounting information and record-keeping for our events and programs. 5%

Communications – Employee is the Production Manager for US Embassy publication of the Humboldt Current: Employee ensures timely production of the Humboldt, a weekly production, using Publisher's, incorporating constant updates throughout the week. The employee needs to be vigilant to prioritize and accomplish a draft which is ready for review and revisions, within a set deadline. Good writing skills in English are required. 10%

Point person for SharePoint: Assists in development of the CLO page and will be responsible for the updates, as needed when the page goes live. Maintains a database for all information the CLO Office gathers, both through research and community contributions, and ensures the information is up-to-date and relevant as possible. 5%