

VACANCY ANNOUNCEMENT # 15/08/67

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

From: Human Resources Office
Open to: All interested candidates
Opening Date: August 12, 2015
Closing Date: August 26, 2015
Work Hours: Full-time – 40 hours per week
Desired Start Date: October 5, 2015

ALL ORDINARILY RESIDENTS (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 Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION

Serves as Assistant to the Supervisory Administrative Specialist, in the preparation of grants agreements and forms, grants vouchers, procurement requests. Reviews recurring obligations against liquidations. Tracks and reports on status of accounts, orders and grants in a timely manner and in accordance with USG procedures and responsible for procurement activities.

Manages the distribution of program material to PAS audiences, preparing material for delivery, arranging and coordinating deliveries and keeping Excel delivery records updated. Provides logistical support for PAS programs, assisting in equipment setup and installation, managing office equipment maintenance, inventory, and disposal of obsolete equipment. Incumbent is PAS DPO Clerk.

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 one year of college/university studies in general coursework such as English composition, math, education, and other general electives are required.

2. Experience: At least two years of work experience preferably in office support, bookkeeping and clerical positions or providing services to the public is required.

3. Language: Level III (Good working knowledge) Speaking/ Reading English ability is required. Level IV (Fluent) Speaking/Reading Spanish ability is required. This will be tested.

4. Job Knowledge: Thorough knowledge of organizations, functions, all policies and procedures; specially those related to procurement and to PAS programs; driving skills, road system, postal, and transportation regulations. Some working experience or training in Administration of Grants is required.

5. Skills and Abilities: Ability to deal cordially and efficiently with the public, to organize workload to deal with conflicting priorities and demands; to enter data in computer programs is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Hiring Office will consider 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 (OR) 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 EFMs 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 s 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. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), 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 \(UAE\)](#) as a Locally Employed Staff of 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 DD-214 form 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. Please refer to [Veteran's Services](#) for further guidance.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement 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 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contracted 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

1. **Eligible Family Members:** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 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 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, under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (U.S. EFM):** 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 [3FAM 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 [3FAM 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. A 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 this/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 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 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).

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 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. 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: August 26, 2015

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

35 % OF TIME

1. Assist the Administrative Specialist, by preparing and maintaining Logs for assigned Grants, prepares grants documents (Federal Assistance Award, Voucher, Advance Request, among others), follows up on grants to ensure proper oversight and control of payment, requesting grantees financial reports to be audited to determine the adherence of these expenditures to the USG policy and procedures related to programs.

2. Review Project Proposals initiated by PAS Program Officers and determines if they are in accordance with the requirements, the information is complete and the budget is shown by Categories Line in order to properly prepare the Award. This position also prepares Excel spreadsheets to compare actual costs with initial budget considered in Award; drafts letters and e-mails to grantees and follows up on grant issues until the Assistance Awards files are completed.

3. This position performs auditing work involving verification of Grant liquidation for validity, accuracy and completeness. Interprets and applies new and updated Grant guidelines.

4. Periodically informs Grant Officer of Delinquency Grants advising solution from a range of possible alternatives when problems are encountered.

35 % OF TIME

Incumbent Performs market research both locally and overseas through Internet for best value on items to be purchased for PAS program needs and services requested. Places ARIBA requests (Software for Purchases) Request for Procurement of supplies, equipment or services as included in Approved Annual Plan of Purchases. Responsible to request Receiving Reports for services or items procured from Embassy Warehouse. As needed, procures supplies and materials using Impress Funds. Reviews liquidations against COAST (Financial reports application). This position is PAS alternate sub-cashier and back up for PAS Administrative Assistant. Manages relationship with external providers with whom services are contracted, including providing assessment and advice as necessary for changing outside contractor.

15% OF TIME

This position is back-up for the Distribution Clerk for distribution of program material to PAS audiences. Under the supervision of the Admin Specialist can monitor the Distribution Clerk Position by establishing priorities and determining better means for distribution (e.g., choose local courier, hand delivers, request motor pool services, etc.). Is also back-up for the coordination of transportation, maintains records for program material such as: magazines, books, ET exams, Fulbright Commission material. Maintains inventory of temporary storage rooms for program materials in transit to the other destinations. In conjunction with the Distribution Clerk prepares monthly receiving reports of couriers and other such services contracted for programs. Responsible of DPO matters for the Public Affairs Section.

15% OF TIME

Manages logistical support and services for programs including transfers of material, furniture and equipment to and from PAS Offices and places of business; set up of audiovisual equipment; set up U.S. Commemorative Paper Show exhibits at Embassy premises and off site locations. Responsible for the use and storage of exhibition materials and equipment. This position is liaison with GSO offices for inventory and maintenance of PAS office equipment and oversees inventory, issues loan forms for PAS Program equipment and prepares obsolete equipment disposal Memos. Manages maintenance of outside technician for office equipment and undertakes minor equipment repairs.

