

VACANCY ANNOUNCEMENT # 14/04/24

ADMINISTRATIVE ASSISTANT/VOUCHER EXAMINER FSN-7 (OR); FP-7 (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: May 13, 2014
Closing Date: May 27, 2014
Work Hours: Full-time – 40 hours per week
Desired Start Date: July 13, 2014

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/Voucher Examiner in the Financial Management Office (FMO).

BASIC FUNCTION OF POSITION

The incumbent provides the backbone support necessary to complete the duties assigned to FMO in matters related to administrative and vouchering responsibilities. Administrative responsibilities include time and attendance, procurement/supply, logistical support, filing of all financial documents, diplomatic notes, and processes related to all FMO matters. Incumbent is responsible for filing of all vouchers for the vouchering unit as well as assisting the American Financial Management Officer and the Financial Specialist with special projects. Special projects could be related to any work involving FMO, and skills required could vary greatly depending on the project. Responsible for administrating payments with Post Support Unit

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. Experience: Three years of experience in Administrative work is required.

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

4. Skills and Abilities: Incumbent must have well developed administrative and financial criteria to perform tasks requiring a high degree of accuracy and efficiency and to be able to work with budgets and analysis of financial data to reconcile and determine balances no longer needed. High level personal skills to maintain good relations with other employees, outside contacts as needed is required. Proficiency in operating computer equipment and software 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 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 (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. LE Staff applicants from within the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. 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.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

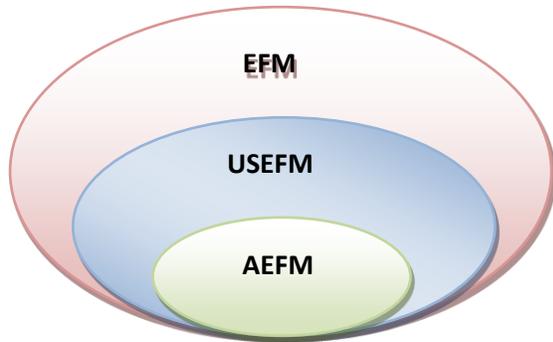
Submit applications to:

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 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 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: May 27, 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

Administrative Support

50% OF TIME

1. Reports Time & Attendance (T&A) bi-weekly for all FMO staff through a specialized T&A system.
2. Organizes file room and files all vouchers and cash documents for the Embassy Accounting, Vouchering and Cashiering Unit staff. Must perfectly file all documents according to FMO internal controls and U.S. records standards, and maintains correct markers for location which is critical for audit purposes. Responsible for retrieving records files from the warehouse as needed and maintaining an office database of stored files and boxes.
3. Orders and organizes administrative supplies for FMO. Tracks usage and coordinates orders with all FMO staff. Orders items from ICASS Expendable supply through the Ariba systems and then stocks cabinets, printers, and copiers.
4. Releases cleared cables for FMO.
5. Logistical support (i.e. taxis and hotel requests) and clearance of all visitors to the Embassy and FMO. Escorts visitors and contractors as needed.
6. Tracks, drafts and submits Diplomatic Notes for Management action.
7. Retrieves mail two times daily from the mailroom.
8. Maintains and organizes all central FMO files and charts, including leave calendars, FMO organization chart, positions descriptions, and certification documents. Makes labels for all files and maintains office bulletin board. Shreds papers as needed.
9. Assists in organizing and maintaining the offices, files and documents for the American Financial Management Officer and FSN Financial Specialist.

Voucher Examiner Support

40% OF TIME

A. Payments: *Serves as the liaison with the PSU unit to process the following payments:*

1. Travel: Processes travel advances and reimbursement vouchers for invitation travelers, USDH and their dependents, and Locally Employed (LE) Staff employees. Incumbent determines allowable expenses based on the prevailing USG regulations at the time of the travel and post policies. Examines a variety of lodging, car rental, laundry and other miscellaneous receipts to determine proper travel reimbursement amounts or to justify disallowances as appropriate.
2. Rental: Processes quarterly rental payments for short-term leased properties. Determines the amount to be paid to the landlords applying corresponding rental deductions in conjunction with GSO Housing Unit and corresponding agencies admin officials.
3. Corporate Purchase Card: Audits and examines bank statement of account and

individual supporting reconciliation documentation provided by card holders on a monthly basis. Maintains appropriate working files and spreadsheets to facilitate payment processing and to enable FMO accountants with readily available information on post funded credit card orders liquidation status.

C. Other Voucher Examiner duties:

1. Prompt Payment Act: Scrutinizes the vendor invoices for compliance with the Prompt Payment Act. Review the invoices to ensure all items are complete and accurate, and will notify vendors or other offices if information is incomplete or inaccurate.
2. Logging of Certified Vouchers: receives certified vouchers from the certifying officers, and logs them into the voucher tracking database application and/or invoice log databases. Incumbent will file the voucher as required.

Special Projects, Back-Up Duties, and Other Assignments

10% OF TIME

1. Responds to all RM/GFS Charleston Interagency Liaison Office requests for copies of cashier or payment vouchers. Assists with other audit requests as assigned. Communicates and maintains contacts in corresponding RM/GFS Charleston offices.
2. Serves as back-up as needed for the Voucher Unit.
3. Works on special projects as directed by the American Financial Management Officer and FSN Financial Specialist. Special projects could be related to any work involving FMO and skills required could vary greatly depending on the project.
4. Other projects as assigned.