

VACANCY ANNOUNCEMENT # 15/01/02

CONSULAR AGENT, FZ (OR/EFM/MOH/NOR)

From: Human Resources Office

Open to: U.S. Citizen Eligible Family Members
(U.S. EFMs) and U.S. Citizens only –
All agencies

Opening Date: January 8, 2015

Closing Date: January 22, 2015

Work Hours: Intermittent

Desired Start Date: February 26, 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 in Lima is seeking a U.S. Citizen for the position of Consular Agent in the Consular Section (CONS) to work and reside in Cusco.

BASIC FUNCTION OF POSITION

The incumbent provides American citizens with a wide range of emergency and non-emergency services, assistance and guidance, providing 24 hours per day, 7 days per week availability. Accepts applications for passports (new, renewals, additional pages), Consular Reports of Birth Abroad, and warden registration of citizens in the district. Provides information on social security and voting. Provide notarial services. The incumbent acts as the cashier for the Consular Agency Cusco with responsibility for all payments, collections and financial accounting and reporting. Compile consular statistics, prepare and transmit consular reports to the U.S. Embassy in Lima.

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:** Two years of prior experience in office management with strengths in customer service and client relations or two years of prior experience in a social service field is

required.

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

4. Job Knowledge: Must have knowledge of host country government, culture, private institutions, and key contacts. Must have familiarity with local laws, practices, bureaucracy, institutions and sources of assistance.

5. Skills and Abilities: The ability to comprehend and apply regulations and procedures pertaining to work at this level is essential. Must have strong organizational skills and the ability to work under pressure and meet deadlines. Must have good working knowledge of Microsoft Excel, PowerPoint, Word, Outlook and Internet Explorer.

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.

8. Candidates must be able to obtain and hold a Secret security clearance.

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.

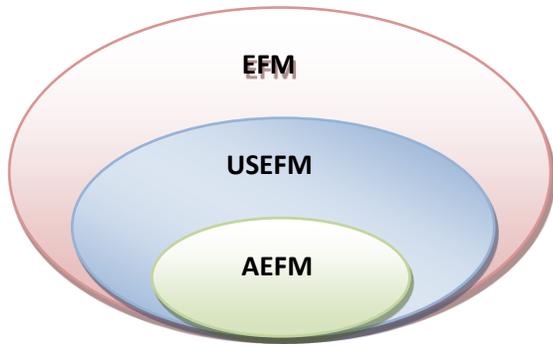
Submit applications to:

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 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



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, and 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: January 22, 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

Special Consular Services (50%)

Deaths - Assists Peruvian judicial authorities establish identity and citizenship of the deceased . Maintains liaison with funeral facilities and civil authorities. Establishes contact with next of kin and informs them about options, costs and payment for disposition of remains. Fulfills family's request regarding disposition of remains. Secures the property of the deceased when no family members are present. Prepares documentation for the Report of Death of an American Citizen Abroad.

Violent Crimes - Provides assistance to American citizen victims, facilitates appointments with appropriate judicial/police authorities for the preparation of official reports. Continues to monitor progress on the case with judicial authorities.

Hospitalization, illness, injury - Visits American citizens as soon as possible. Contacts family and/or friends if requested to do so. Determines if financial assistance is necessary and available. Evaluates eligibility for EMDA II assistance. Acts as liaison with medical service provider and family.

Arrests & Detentions - Collects all pertinent information regarding the arrest or detention and visits within 24 hours of notification if possible. Reports facts to ACS officer at the Embassy. Verifies and documents any cases of mistreatment. Consults with ACS at the U.S. Embassy in Lima if a formal protest is appropriate. Provides detainee with arrest kit and list of lawyers. Reminds detainee that he has the protection of the Peruvian constitution. Maintains close contact with Peruvian judicial authorities regarding case. Visits American citizen prisoners quarterly or at other times if necessary to assess their health and welfare. Provides vitamin supplements, reading material and other necessities when possible. Provides timely reports on all arrests and prison visits.

Welfare and Whereabouts (20%)

The employee is responsible for collecting information regarding US citizens who are missing or have serious illnesses, tracking the cases from inception to final outcome. The employee assists indigent US citizens in obtaining wire fund transfers from the United States.

He/she will assist in repatriating indigent US citizens and managing citizen arrest cases. In this capacity, the employee frequently communicates with local, state and federal authorities and organizations. Information regarding these cases is transmitted to the U.S. Embassy in Lima on a regular basis.

Citizen and Passport Services (20%)

The employee is responsible for a variety of citizen and passport services including the following: receiving applications for passports and Certificates of Birth Abroad from US citizens; establishing all citizenship and identification requirements; providing relevant guidance to US citizens and encouraging warden registration, paying special attention to details which will be used in the event of an emergency; and logging, packaging and mailing consular envelopes to the U.S. Embassy in Lima.

Administration and Sub-Cashier (10%)

The employee has responsibility for office supplies, including ordering, receiving and stocking. He/she maintains an inventory of non-expendable property.

The employee is the Sub-Cashier for the Consular Agency Cusco. The incumbent is authorized to make official collections as well as payments for services in accordance with prescribed procedures and regulations. He/she is responsible for conducting a daily cash reconciliation, transmitting collections and replenishment vouchers to the Class B cashier on a regular basis and safeguarding USG funds in accordance with 4 FAM regulations.