

VACANCY ANNOUNCEMENT # 14/10/74

HUMAN RESOURCES ASSISTANT FSN-7 (OR); FP-7 (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: October 24, 2014
Closing Date: November 6, 2014
Work Hours: Full-time – 40 hours per week
Desired Start Date: December 1, 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 Human Resources Assistant in the Human Resources Office (HR).

BASIC FUNCTION OF POSITION

Manages the State Department Family Member Appointment Program for the Mission, the Awards Program, the Department of State Intern Program, the Seasonal Hire Program, and the Post Language Program. Coordinates the Foreign Service Officer Test. Serves as back-up to Post's main timekeeper.

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/secretarial studies in general coursework such as English composition, math, education, and other general electives are required.

2. Experience: Two years of administrative experience is required. One to two years of customer service experience 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 be able to work independently, must be able to work with Microsoft Office suite and DOS specific software. Must be able to work under pressure.

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. Current employees of 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.

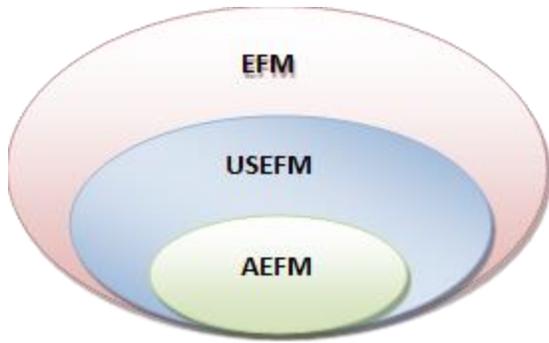
Submit applications to:

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, an 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).

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: November 6, 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

Manages the State Department Family Member Program and serves as primary point of contact on eligible family member issues. Drafts cables to request positions and has primary responsibility for compliance with guidelines and regulations for employment of eligible family members and members of household under the FMA, TEMP and PSA Plus Programs.

Explains to family members the benefits authorized for their positions and answers questions they may have on their appointment and payroll processing.

Sends cables requesting authorization to hire employees in FMA positions and coordinates and follows-up with the Bureau of Western Hemisphere Affairs on pending issues and entrance on duty dates.

Prepares personnel actions to hire employees, conversion to positions at higher levels, etc., for not ordinarily resident (NOR) employees.

Keeps track and sends requests for Work Requirement Statements and evaluation reports for State FMA positions and other EFM/MOH positions as appropriate.

Informs timekeepers on new/departed EFM/MOH employees so payments can be processed/stopped.

25%

Administers the Inter-Agency Mission Awards Program (IMAP). Is the subject matter expert on awards.

Reviews nominations for correctness checking typos and type of award suggested. Monitors cash awards payments and provides background information to committee members.

Organizes Post's IMAP Ceremony by announcing the ceremony, preparing the packages on award nominations for the Joint Country Awards Committee (JCAC), processing the awards approved by the JCAC committee, sending the certificates for framing, ordering the food, preparing the program for the event, sending the memos to the supervisor advising who has been approved to receive an award, coordinating with different sections for the delivery of items/services needed for the event, etc.

Advertises, processes and organizes the Management LE Staff of the Month ceremony as well as the LE Staff of the Quarter ceremony. Processes Extra Mile Awards.

Organizes retirement ceremonies for American and LE Staff employees and requests appropriate recognition awards.

Enters awards received by employees in the Personnel System and submits approved awards for American employees to the bureau for processing and filing. Files nominations in employees' and awards' files. Processes payment of awards for local employees through the Global Financial Service Center.

25%

Assists with the Post Language Program by reviewing eligibility of officers and dependents to take language classes, maintains a list of officers and family members registered for the program and makes sure the program is ran in accordance with regulations.

Checks officers' attendance to classes and reviews language instructor's monthly invoice before payment is approved. Assists in developing Post Language Program budgets.

Coordinates with the language instructor to develop Post Language Direct Funding program and makes any necessary coordination to carry-out these activities. Reviews invoice and makes

sure it has been submitted in accordance with contracted services. Reports amounts spent under this program.

Requests language materials and exams and schedules these as appropriate. 15%

Manages the Seasonal Hire Program. Sends information on the program to the various sections in the Mission requesting positions. Sends documentation on the program to the applicants, selects applicants and determines pay level according to qualifications. Prepares Personnel Actions and cables for the Seasonal Hires (excepted appointments, extensions, terminations, expiration of appointments).

Prepares Personnel Services Agreements and informs timekeepers and FMO accordingly. 15%

Manages the State Department quarterly Intern program. Collects the requirements from each office interested in requesting an intern and submits cable with the information. Maintains constant communication with WHA to coordinate intern's arrival. Handles the check-in and check-out for the interns and follows-up with supervisors to get their evaluations.

Coordinates with GSO availability of housing for the interns and processes documents for paid interns with the Department. 10%

Coordinates the Foreign Service Officer Test (FSOT) twice a year.

Serves as back-up to the main timekeeper.

Other duties as assigned. 10%