

## VACANCY ANNOUNCEMENT # 14/06/43

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

**From:** Human Resources Office  
**Open to:** All interested candidates  
**Opening Date:** June 9, 2014  
**Closing Date:** June 23, 2014  
**Work Hours:** Full-time – 40 hours per week  
**Desired Start Date:** July 30, 2014

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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.

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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**

Serves as Human Resources Assistant responsible for performing the full range of technical support duties for the LE Staff program and provides human resources services to all levels of LE Staff employees and their supervisors. Responsible for processing LE Staff personnel actions. Oversees the performance evaluation process for LE Staff.

**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**

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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.

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**1. Education:** Two years of college/university studies in general coursework such as English composition, math, education, and other general elective are required.

**2. Experience:** Three years of administrative work experience to include 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. Job Knowledge:** Must understand basic principles of local labor law and benefits.

**5. Skills and Abilities:** Must be customer service oriented, tactful and pleasant in dealing with LE Staff employees and American employees when required. Incumbent must explain regulations pertaining to performance management clearly. Must be well versed to advise employees on topics related to their job. Works with Microsoft Office suite and DOS specific software (e.g., OPS).

### **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:

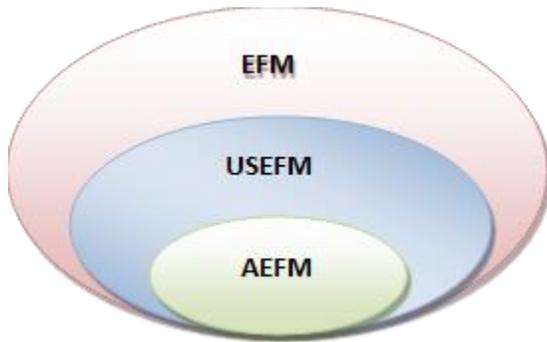
1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing 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](mailto: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.

## 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).

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## Appendix B

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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

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**CLOSING DATE: June 23, 2014**

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**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.**

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## **Major Duties and Responsibilities of the Position**

### **Administration and General Counseling 10%**

Prepares for the Human Resources Officer's review and signature individual personnel actions for all types of actions to include: appointments, resignations, separations, reassignments, promotions, within-grade-increases, leave-without-pay, and other related personnel actions. Distributes and files LE Staff personnel documents. Provides information in person or by telephone in response to inquiries concerning LE Staff personnel matters. Performs the check-in and check-out for new and departing employees. Helps an employee fill out required forms, enrolls them into ethics and orientation courses, explains work schedules, and answers questions employees may have. Processes access authorizations and coordinates with RSO for the security briefing, fingerprints, and new ID badge. Informs timekeepers and sections of new LE staff, and opens personnel and performance files. Maintains LE Staff files, keeps them in order and up-to-date.

### **Performance Evaluation 50%**

Requests work development plans and performance evaluation reports forms and send report reminders to all supervisors and reviewing officers based on annual performance review date, eligibility for within-grade-increase, promotion, change in or departure of supervisor, or change in position or duties. Maintains computerized personnel records of and monitors eligibility of all LE Staff employees for within-grade-increases. Performs initial review of all work development plans and evaluation reports to ensure report/plan have been completed properly and signed by rated employees, rater and reviewing officer. Maintains LE Staff evaluation files and helps to maintain accurate position descriptions. Brings to the attention of the Human Resources Officer all delinquent reports for follow-up action on outstanding reports. Prepares monthly notification to Deputy Chief of Mission regarding delinquent evaluations. Informs HR Assistant when position descriptions have changed. Drafts official letter to employee when Performance Improvement Plans are received noting areas for improvement and period of time given to employee to improve performance. Controls due dates of Performance Improvement Plans and reminds supervisors of the due dates of these.

### **Personnel Actions 25%**

Prepares and processes personnel actions in accordance with State Department regulations to process appointments, extensions of appointments, promotions, periodic step increases, reassignments, leave-without-pay, grade retentions, resignations, retirements, etc. Calculates lump-sum payments and coordinates with the Global Financial Services Center (GFS) to ensure information provided is accurate in order to process final payment to the employee.

### **Overseas Personnel System (OPS) 10%**

Inputs information in OPS. Prepares staffing patterns and, if needed, organization charts for LE Staff covering all sections and agencies for supervisor's review. Prepares statistical information on LE Staffing and maintains LE Staff statistics and staffing files. Prepares charts to be used in the ICASS counts, OBO, and LE Staff Compensation Questionnaire.

**Other Duties** 5%

Other duties as assigned.