

VACANCY ANNOUNCEMENT # 14/09/65

PROGRAM ASSISTANT (ALUMNI COORDINATOR) FSN-8 (OR); FP-6 (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: October 3, 2014
Closing Date: October 17, 2014
Work Hours: Full-time – 40 hours per week
Desired Start Date: November 17, 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 Program Assistant (Alumni Coordinator) in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION

Incumbent manages outreach efforts for Peruvian alumni of State Department exchange programs, who play an important role in maintaining and building international understanding between Peru and the United States. S/he serves as the principal liaison between the US Embassy and the Alumni community sponsored by the U.S. Embassy and the Fulbright Commission. Through the encouragement and development of significant alumni programs/projects, incumbent's results are expected to impact on Peruvians at a country-wide level.

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: University degree in education, social sciences, business administration,

communication, international relations is required.

2. Experience: Three years of progressively responsible experience in programming activities in a bilingual setting 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 have understanding of a broad range of global issues as they relate to international and cultural exchanges as well as the Embassy Public Diplomacy goals and programs. Must have standard knowledge in MS Office, Outlook, Internet and database management. Knowledge of social networking technologies (Facebook, Twitter, Flickr, Tumblr, LinkedIn, etc.) is required.

5. Skills and Abilities: Must have the ability to plan, manage and evaluate projects and activities. Strong research, presentation, and creative skills is required. Excellent communicating skills to interact with State Department (ECA) personnel, staff from Agencies inside the Mission and counterparts from other U.S. Missions is required. Must have excellent interpersonal skills and ability to initiate and maintain working level contacts with senior (including Vice Ministry level) and/or up-and-coming-contacts across important sectors of society (government, education, business, etc.) and local and partner organizations. Must have the ability to influence on alumni to obtain cooperation and support in organizing and participating of programs. Willingness and availability to travel and work evenings and weekends to support alumni events 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. 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.

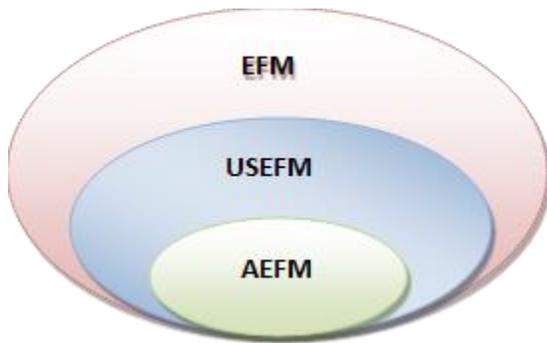
Submit applications to:

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 s 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 21years 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).

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: October 17, 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

- a) OUTREACH STRATEGY - 25%
- Develop and implement, in close cooperation with PAO/CAO/ACAO, the annual comprehensive strategic plan for alumni outreach in accordance to the PD Implementation Plan and the Mission goals
 - Organize, prepare and conduct outreach formal/informal presentations disseminating information on U.S. exchange programs and explaining resources and opportunities available to alumni.
 - Identify alumni professional/social needs by gathering information and statistics. Compiles reports on statistics and evaluates results for the strategic plan.
 - Serves as the alumni community manager for social media sites, ensuring compliance with federal guidelines. Create and curate content according to alumni's interest and Department goals/objectives.
 - Promotes membership on the Bureau of Education and Cultural Affairs - led State Alumni Website, alumni.state.gov. Devises strategies to creatively market the website and its features.
 - Use marketing strategies to advertise the Alumni Engagement Innovation Fund (AEIF) annual competition and encourage local participation.
 - Encourage greater participation by alumni in sharing their U.S. experience during pre-departure briefings, debriefings, and outreach events aimed at specific target audiences.
 - Promote and develop a nationwide network of USG alumni and travel as necessary to reinforce relationships with alumni throughout Peru, as well as support regional alumni activities.
 - Assist in the formation, development, and sustainability of alumni associations and inter-association cooperation and networking
 - Identify potential alumni candidates for the International Exchange Alumni Member of the Month Award and manage the selection and presentation process for the award

- Write and post relevant alumni accomplishment stories for the State Alumni and the social media, to demonstrate the positive impact of USG exchange programs
- Coordinate with American Spaces (Bi-Nationals Centers) and EducationUSA in the country, to exploit resources to benefit alumni and potential program participants

b) ALUMNI PROJECTS - 30%

- As a Grants Officer Representative, the incumbent is responsible for administrating alumni projects, budget revision and the preparation of documents needed to award federal assistance actions.
- Monitors grants to ensure proper management, performs grant site visits and reviews financial reports. Serves as a liason between grant recipients and Department grant administrators.
- Prepares interim and final reports for projects funded through ECA Alumni competitions and reports them to the Alumni Affairs Division and Embassy Grants Officers.
- Submits competitive project proposals to obtain funds through the Mission-Driven Alumni Outreach competition. This includes handling administrative issues such as selecting suppliers, negotiating prices, venues and others
- Reviews alumni proposals, budget estimates, and project timelines and advises potential grantees about best practices to compete for AEIF and Mission-Driven Alumni competitions.
- Responsible for identifying and ranking in-country project proposals to represent Peru in the global AEIF competition.
- Creates and maintains partnerships with local and international NGOs, civil society, and private sector enterprises to develop partnerships aimed at supporting alumni activities

c) ALUMNI ACTIVITIES - 30%

- In cooperation with the CAO and PAS staff, the incumbent plans alumni events and develops and organizes receptions, conferences, workshops and other events to integrate USG alumni into Embassy programming
- Works with alumni to develop community-based outreach activities/volunteer events
- Organizes alumni events for PAS, Front Office, general Mission staff, and selected VIP visitors
- Involves alumni in the development of programs from the different PAS Offices by selecting and inviting alumni as speakers or specialists in the area of expertise needed for carrying out PD programs
- Designs communication and promotional materials, invitations, publications, flyers, banners and certificates. Controls and oversees Alumni promotional items produced by Washington and Post
- Reports alumni activities and results in the Mission Activity Tracker (MAT) to

measure frequency and achievements of public diplomacy outreach

d) ALUMNI CONTACTS - 15%

- Updates and maintains country specific ECA and non-ECA alumni records in the State Department's Alumni Archives to help the Mission track and sustain effective relationships with USG exchange program alumni.
- Search and complete missing information about alumni records in the Alumni Archive ensuring database accuracy, merging records and eliminating duplicated data
- Track and share information about prominent alumni with the WHA Alumni Coordinator and the CAO. Ensure information concerning prominent alumni is registered in the Alumni Archive
- Provide instruction for alumni seeking to register on alumni.state.gov and Post's alumni-related social media