

## VACANCY ANNOUNCEMENT # 15/03/22

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### PROGRAM ASSISTANT (POLICE PROGRAM SPECIALIST) FSN-8 (OR); FP-6 (NOR)

**From:** Human Resources Office  
**Open to:** All interested candidates  
**Opening Date:** March 9, 2015  
**Closing Date:** March 23, 2015  
**Work Hours:** Full-time – 40 hours per week  
**Desired Start Date:** April 6, 2015

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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 Program Assistant (Police Program Specialist) in the International Narcotics and Law Enforcement Affairs (INL).

#### **BASIC FUNCTION OF POSITION**

The Program Assistant position advises and supports the INL Police Program Deputy Police Advisor by providing substantive analysis, program support, and management of administrative functions related to the Model Police Station Program. Incumbent receives general instructions and supervision from the Deputy Police Advisor but is expected to function with minimal guidance on occasion. The primary place of work will be the U.S. Embassy, Lima but may on occasion be expected to work from a police station facility in Lima.

**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:** 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:** Minimum of three years working in an administrative position that required production of written and statistical reports, the use of all Windows Office software, and basic experience in budget and finance.

**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:** Must have strong written and oral communication skills. Must be able to use MS Office programs.

### **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

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.

EFM's 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 do 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: March 23, 2015**

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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**

#### **Procurement 15%**

The Program Specialist (PS) provides support and assistance to the Deputy Police Advisor (DPA) in the preparation of all Model Police Station (MPS) procurement requests. PS participates in the evaluation of procurement requests for the MPS to validate their needs and reduce duplication of procurements. PA tracks the status of all procurement requests to assure the timely delivery and that the correct items in the correct quantities are received.

#### **Logistics 15%**

Supports management of program logistics activities, coordinates the distribution and expedites delivery of the donated or loaned items following INL Logistics end use monitoring requirements. PS ensures completion of documentation with INL Logistics Office and the Police Program Office (PP). PS reports on equipment transfers from INL Logistics and ensures that receiving reports match procurement requests. Assist the INL Logistics Office in the inventory of PP draw down equipment and provides copies of equipment donation letters to counterparts. PS has daily coordination with DPA and Police Program Specialist.

### **Funds 15%**

Coordinates and reviews the program funds availability for review by the DPA. PS is responsible for submitting and reviewing liquidations for accuracy and compliance with INL accounting regulations. PS supports the DPA in conducting MPS financial audits of the fund and provides reports on authorized and non-authorized rotating fund expenditures. The PS monitors the rotating fund to ensure timely submission of liquidations and replenishment of funds and assists the DPA in the overall execution and quality control of the fund.

### **Facilities Maintenance and Support 15%**

Supports the DPA in the administrative coordination and oversight of infrastructure and maintenance projects undertaken by the MPS program. PS monitors and reviews reports submitted by hired contractors and technicians assigned to the MPS and ensures that they remain within the allocated budget and that any proposed modifications are properly processed. PS prepares periodic reports on the status of construction projects as requested by the DPA LIMA.

### **Training 15%**

Supports the DPA in the administrative coordination of MPS related training activity. PS verifies the number of officers and sub-officers assigned to the MPS and ensures that it meets the agreements under the Letter of Understanding. PS coordinates administrative matters concerning MPS personnel that attend program sponsored training courses. PS works with the INL training assistant to gather and process vetting documentation and to maintain a training database of students. Identifies community and police security and crime concerns and develops a baseline by which to measure future successes and modifies services, assesses the stations performance and makes recommendations on improvements. Provides a detailed report which includes recommendations for additional support or adjustments as necessary.

### **Program Reporting and Special Projects 20%**

Maintains appropriate liaison contact with PNP Region Callao, MPS, and appropriate GOP officials. Maintains a non-classified filing system for MPS activities and correspondence. Prepares a variety of unclassified statistical reports, i.e. weekly, monthly, and quarterly reports on procurement, logistics, expenditures, facilities maintenance and support, training, special projects, community meetings, crime reduction efforts, and any other reports that may be

required by INL supported MPS' s. PS undertakes other miscellaneous functions related to MPS program per the direction of the Deputy Police Advisor, Senior Police advisor, and INL Deputy Director.

**Other duties as assigned 5%**