

## VACANCY ANNOUNCEMENT # 13/12/53

### REALTY ASSISTANT FSN-7 (OR); FP-7 (NOR)

**From:** Human Resources Office  
**Open to:** All interested candidates  
**Opening Date:** December 30, 2013  
**Closing Date:** January 13, 2014  
**Work Hours:** Full time - 40 hours per week  
**Desired Start Date:** Pending approval

ALL ORDINARILY RESIDENT (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 Realty Assistant in the General Services Office (GSO)

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

The Realty Assistant assists the Leasing Supervisor and the GSO Housing Officer with the overall day-to-day management of the office and is responsible for preparing and administering all aspects of the Housing Program. Incumbent will have primary responsibility for searching for adequate properties to add to the housing inventory from the greater Lima housing market. He/she will be responsible for taking the first steps in the negotiation process and recommending properties for rental. The incumbent will have negotiating responsibility. Additionally, incumbent will assist in lease administration and manage the Embassy's relationships with real estate agents.

**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 and Experience:** Two years of college studies fields such as business administration, property management, interior design, or architecture is required and two years of property management, real estate, property acquisition or business experience is required **or** one year of college studies fields such as business administration, property management, interior design, or architecture is required and three years of property management, real estate, property acquisition or business experience is required.

**2. Language:** Level IV (Fluent) Speaking/Reading/Writing English ability. Level IV (Fluent) Speaking/Reading/Writing Spanish ability is required. This will be tested.

**3. Job Knowledge:** Must have familiarity of Metropolitan Lima neighborhoods.

**4. Skills and Abilities:** Must have the ability to negotiate leases, lease renewals and lease terminations. Must have strong administrative, organizational and computer skills. Must have a valid Peruvian driver's license. Please attach a copy.

### **SELECTION PROCESS**

When equally qualified, US 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 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 a 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. US 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](#) as a Locally Employed Staff or 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. Applicants from within the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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 requirements of the position as listed above.

## **Submit applications to:**

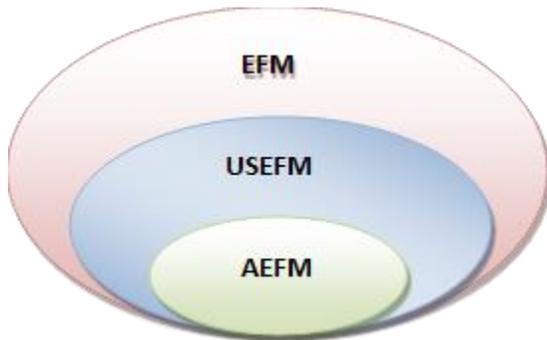
[limarecruitment@state.gov](mailto:limarecruitment@state.gov)

- 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 5 MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contacted 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 Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 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 the 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 (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 3 FAM 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 [3 FAM 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. An 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 his/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 US Citizen.

4. **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.

5. **Ordinarily Resident (OR)** – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US 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 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. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. 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 13, 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. Oversees Make-Ready and Maintenance of STL properties 35 % of time**

- 1) Incumbents housing portfolio include overseeing the processing of maintenance Work Orders that have been designated as landlord's responsibilities. Coordinates and selects Embassy contractors for residential maintenance and repairs. He/she will inform landlord of problem in writing and negotiate solutions. Follows up to completion all landlord projects, ensuring timely and efficient work on the part of the landlord's contractors. Coordinate with FAC staff and procurement in order to accomplish this oversight. Ensures that work Orders requests are logged in, scheduled and completed. Prepares ARIBA/ILMS requests for any Work Order that will be agency funded. Coordinates with Leasing Supervisor to prepare and deduct from rent request for FMO when landlords asks for this service. Responsible for the master keys of residences under their assigned residential properties portfolio.
  
- 2) Incumbent is also responsible for newly occupied short-term leased properties and tenants pre-walk-out and departure residential inspections. He/she will coordinate with Utility Company and Building Administrators when new lease are acquired and upon termination of an existing lease. During the Make-Ready process, coordinate with RSO, FAC and Property Management (warehouse personnel for re-inspections, delivery of furniture, alarm installation, smoke detectors and extinguisher installation. Coordinate with Cleaning and pest Control Companies to perform work.

#### **B. Assistant Lease Administrator**

**25%**

## **of the time**

- 1) He/she is responsible for assisting administer leases in the housing inventory. He/she will be expected to assist the Leasing Supervisor with any administrative work related to the management of lease agreements. Specifically, the incumbent will be expected to produce written (informal) communication with landlords with regards to any issue that has come up during the life of the contract. This generally includes formal notices, terminations, renewals, and the exercising of clauses under the contract. Additionally, he/she may be required to call landlords on informal matters to effectively administer the lease agreement. Incumbent will be required to communicate politely but firmly with landlords and other sections in the Embassy (GSO, FMC, etc.) to receive status reports on various issues. He/she will be required to motivate landlords to comply with our requirements and meet our deadlines. Incumbent works independently to determine which problems are the most important for resolution and should be priorities. He/she will be required to draft documents in both Spanish and English.
  
- 2) He/she is responsible for working directly with the Leasing Supervisor to set the parameters for negotiations and then has responsibility for utilizing a variety of negotiating strategies to ensure successful completion of the negotiation in an efficient manner. He/she is ultimately responsible for communicating requirements of the US Government to the landlord, such as with regards to contract terms, information to conduct a name check on the landlord, and for property upgrades that must be completed before the property can be accepted by the US Government. He/she must review, scrutinize, and have a thorough understanding of inspections completed by the Post Occupation Safety Health Officer (POSHO) and the Regional Security Office (RSO). Final lease terms must be approved by the Leasing Supervisor.

## **C. Real Estate**

### **Surveys**

**20 % of time**

- 1) He/she will primarily be responsible for the search and pursuit of new properties for addition to the Embassy housing pool. He/she will be responsible for scouring different media to find information on new properties. He/she will regularly go out to different neighborhoods in the city to look for properties for rent. The incumbent is responsible for making the initial phone call to the landlord or realtor for new properties. He/she will serve as the first "filter" when looking for a

property and will be expected to ask basic questions of the landlord or realtor regarding the property characteristics. Should negotiations continue, the incumbent will schedule an appointment to see the property and be responsible for taking photographs of the property, obtaining floor plans, taking measurements, calculating net and Gross Square meters, and ultimately giving a recommendation to the Leasing Supervisor and/or the Housing Officer on whether the property would be a good addition to the Housing Pool. Should negotiations progress further, the incumbent will be responsible for arranging the required inspections from the Facilities Maintenance Office and Regional Security Offices with the landlord or realtor. He/she will then follow the inspection process and ensure the inspection reports are published.

- 2) The objective of the negotiation is to obtain the lowest leasing cost to the Embassy as well as strict adherence to policy guidance as it pertains to Embassy leased properties and the Rental Benchmark Initiative established by OBO/Washington, DC. This cyclic process is repeated every five years as leases expire.
- 3) Considering the incumbent's knowledge of the houses in the housing pool, he/she will also be expected to assist in showing properties to members of the Inter-Agency Housing Board and senior officers in the Management Section when the Leasing Supervisor is unavailable.
- 4) Incumbent will be responsible for managing the relationships between realtors and the Embassy. He/she will develop and cultivate professional working relationships with realtors who are new in working with the Embassy and maintain those with whom the Embassy already has a relationship. He/she must effectively utilize their relationships with realtors to obtain adequate housing for Embassy personnel. Incumbent will inform realtors of Embassy safety and security requirements, and assist the Leasing Supervisor in thoroughly explaining lease terms.

**D. Information Management Auditor**  
**% of the time**

**15**

Incumbent will regularly audit the data utilized by the Leasing section (excluding RPA) and ensure the integrity of the data. Any discrepancies or inconsistencies will be immediately corrected and coordinated with the Lease Supervisor. Coordinates and assists with the annual ICASS Workload Counts in May. He/she provides information on the number of agencies receiving ICASS services. Will update the RPA system with information regarding renewal of leases that are under their assigned residential properties

portfolio.

**E. Special Projects & Other Duties as  
Directed 5 % of time**

- a. He/she may undertake special projects or other duties as assigned under the direction of the Lease Supervisor or the Housing Officer based on necessity and availability.