

VACANCY ANNOUNCEMENT # 14/09/64

SHIPMENT CLERK/CUSTOMS EXPEDITER FSN-6 (OR); FP-8 (NOR) (3 positions available)

From: Human Resources Office
Open to: All interested candidates
Opening Date: September 17, 2014
Closing Date: October 1, 2014
Work Hours: Full-time – 40 hours per week
Desired Start Date: November 3, 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 individuals for the positions of Shipment Clerk/Customs Expediter in the General Services Office (GSO) (3 positions available).

BASIC FUNCTION OF POSITION

Complete responsibility for all aspects of incoming and outgoing diplomatic, official and personal effects shipments for U.S. mission personnel. Prepares customs documents, coordinates the entire shipment process and keeps clients informed about the status of their shipments. Prepares and obtains approval for tax exemption of import duties from the Ministry of Foreign Affairs (MFA). Performs expeditor services at Jorge Chavez International Airport for newcomers, VIPs and arriving/departing personnel with sensitive equipment.

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 studies in general coursework such

as English composition, math, education, and other general electives are required.

2. Experience: Two years of prior work experience in logistics and/or customs and shipping is required.

3. Language: Level III (Good working knowledge) Speaking/Reading English ability. Level IV (Fluent) Speaking/ Reading Spanish ability is required. This will be tested.

4. Job Knowledge: Incumbent has expert knowledge of U.S. and Peruvian customs laws and procedures; and has an excellent understanding of the impact of the unit's services on the effective operation of the Embassy.

5. Skills and Abilities: Lifting of baggage when going to the airport or seaport to meet new employees or get packages out of customs is required. Computer skills and proficiency in Microsoft programs. Must have a valid Peruvian driver's license. Please attach a copy.

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.

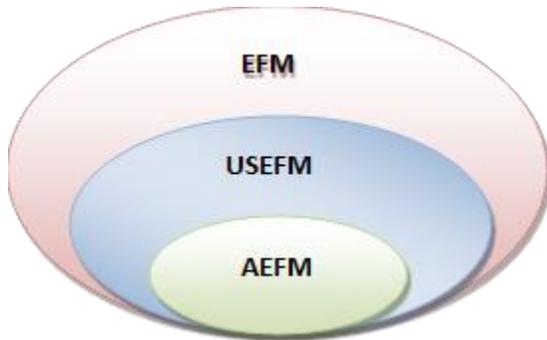
Submit applications to:

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, and 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 1, 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 incoming and outgoing personal, diplomatic, pouch, official and commissary shipments for Mission members 60%

Manages incoming and outgoing personal, diplomatic, pouch, official and commissary shipments for Mission members. Coordinates movements with transportation companies, U.S. dispatch agencies, and other Posts. Processes all paperwork associated with incoming and outgoing shipments, including diplomatic notes, letters, free entry permits, free exit permits, Liberations (Tax exemption of import duties) and import policy called "Declaracion Aduanera de Mercancias" (DAM) using an ASCINSA software. Ensures that FAM, DOD Regulations and other DOS and Embassy guidelines are implemented and followed. Advises Mission personnel of their entitlements under applicable agency regulations (DOS, DOD, etc.), and of customs regulations and requirements and related matters. Represents Shipping and Customs on all ITGBL and DPS matters ensuring the Embassy implements and complies with all DOS requirements.

Maintains a good working relationship with the Ministry of Foreign Affairs (MFA), international transportation and moving companies, Peruvian customs authorities 5%

Maintains a good working relationship with the Ministry of Foreign Affairs (MFA), international transportation and moving companies, Peruvian customs authorities and other host government offices involved in the shipment process. Checks bills submitted by shipping, packing, and transfer companies against authorizing documents and prepares for the signature of the shipping supervisor and the GSO.

Acts as expeditor for arrival and departure of official visitors 5%

Acts as expeditor for arrival and departure of official visitors, congressional delegations (CODELs), VIPs as well for arriving and departing mission personnel and other visitors with special travel/customs details such as clearing pets, weapons, diplomatic shipments, and shipment of unusual baggage.

Makes arrangements for incoming and outgoing shipments, customs clearance, purchase and sale, inspection, registration, licensing and insurance coverage of POV and U.S. Government vehicles 25%

Makes arrangements for incoming and outgoing shipments, customs clearance, purchase and sale, inspection, registration, licensing and insurance coverage of POV and U.S. Government vehicles. Solicits bids, recommends contractors, and arranges for the shipment and necessary storage of POV and U.S. Government vehicles. Advises departing U.S. citizen personnel of shipping practices, their entitlements under applicable agency regulations (DOS, DOD, etc.), customs regulations, and other pertinent matters. Arranges for pickup and customs clearance of incoming POV and U.S. Government vehicles. Advises incoming U.S. citizen personnel of host laws and regulations, taxes, and fees which apply to POV ownership and operation. Assists in the purchase or sale of POV and prepares the documentation needed for POV transactions. Assist

the shipping supervisor to include U.S. Government vehicles in the insurance contract and obtain insurance policies. Is responsible for renewing the temporary importation of vehicles on a yearly basis up to the end of owner's official functions and get back the Embassy's letter of guarantee from the Peruvian customs when the vehicle is re-exported. Assists the shipping supervisor to handle the cases related to the traffic accidents with U.S. Government vehicles and limited assistance with POV accidents.

Other duties as assigned 5%

Other duties as assigned