

# MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: **ROVING SECRETARY (multiple positions)**

OFFICE.: **HR**

No. **15 - 061**

Date: **03/27/15**

Reference: **N/A**

**OPEN TO:** Only US Citizen Eligible Family Members (AEFMs) – All agencies

**POSITION:** Roving Secretary (3 positions)  
Full performance: FP-7\*  
Developmental level: FP-8

**OPENING DATE:** March 27, 2015

**CLOSING DATE:** **Open until filled. First review April 14, 2015**

**WORK HOURS:** WAE

**SALARY:** \*Not-Ordinarily Resident AEFM:  
Position Grade: FP-7 US\$19.48 per hour  
Developmental Grade: FP-8 US\$17.42 per hour

**Note 1:** **Only U.S. Citizen eligible family members (AEFM) as defined below of the U.S. government employees assigned to the mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM authority must be assigned to Post.**

**Note 2:** All positions advertised are subject to availability of funds.

## **IMPORTANT REMARKS:**

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience. For this position the maximum highest previous rate will be equivalent to FP-07 Step 6.

## **VACANCY INFORMATION:**

The U.S. Embassy in Quito is seeking an Appointment Eligible Family Members (AEFM) for employment in Quito for four Roving Secretary positions for administrative support.

## **BASIC FUNCTION OF POSITION**

Incumbent provides administrative and secretarial support to the different sections throughout the Embassy as required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office intranet website or the Embassy internet <http://ecuador.usembassy.gov/news/job-opportunities.html>.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. If you submitted previous applications, you will still need to provide documentation for this position**

1. **EDUCATION:** High School diploma is required (please attach copy of the diploma).
2. **EXPERIENCE:**  
Developmental level: Must have at one year of secretarial/administrative experience.  
Full performance level: Must have at least two years of secretarial/administrative experience.
3. **LANGUAGE SKILLS:** Level I (Rudimentary Knowledge) Reading/Spoken Spanish and Level 4 (Fluent) written/spoken English are required (will be tested).
4. **SKILLS:** Must have the ability to work in a high stress, high volume productivity environment is required.
5. Typing at least 40 wpm required (will be tested).
6. Must have good knowledge in Microsoft applications (Standard Word, Excel and Outlook will be tested).

## **SELECTION PROCESS**

When fully qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFM's who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. 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
4. Current employees serving a probationary period are not eligible to apply.
5. Currently employed U.S. Citizen EFM's who hold an FMA appointment 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. The developmental level will be based on the qualifications and experience of the applicant; minimum time of developmental level 52 weeks on the job.
8. The applicant must possess or have the ability to obtain a **top secret security clearance**.
9. The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.
10. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes language test results and documentation requested.
11. Employment eligibility criteria for this position were established by the hiring supervisor.
12. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
13. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered. If you have submitted these documents with previous applications, you will need to attach them again for consideration of this position:

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. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

1. Per email (preferred method): [hroquito@state.gov](mailto:hroquito@state.gov)
2. Per hand delivery (please note this method often results in applications not getting any form of response on the recruitment process)  
American Embassy  
Avigiras E12-170 y Av. Eloy Alfaro  
Quito, Ecuador  
Attention: Human Resources

3. For internal applicants drop your application on the application box located in HR waiting area. Make sure you have reviewed that all your documentation is complete and the application is date-stamp.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: Open until filled. First review April 14, 2015**

The US Mission in Ecuador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

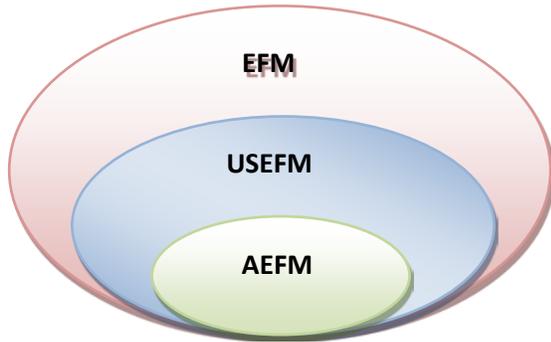
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Clearances:**

Drafted by MEDuenas, HRA

Cleared by CBergaut, MGT  
SFarrar, HRO

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM):** 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 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 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 U.S. 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 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*)
- 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
- 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



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>QUITO</b>	2. Agency <b>DEPARTMENT OF STATE</b>	3a. Position Number
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes  No

4. Reason for Submission

a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position \_\_\_\_\_

c. Other (explain \_\_\_\_\_)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Roving Secretary	FP-7		01/01/2012
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
8. Office / Section <b>US EMBASSY</b>	
b. Second	

9. This is a complete and accurate description of the duties and responsibilities of my position  <p style="text-align: center;"><u>XXX</u></p> <p style="text-align: center;">Printed Name of Employee</p> <p>_____ Signature of employee      _____ Date (mm-dd-yyyy)</p>	10. This is a complete and accurate description of the duties and responsibilities of this position  <p style="text-align: center;"><u>XXXX</u></p> <p style="text-align: center;">Printed Name of Supervisor</p> <p>_____ Signature of Supervisor      _____ Date (mm-dd-yyyy)</p>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position  <p style="text-align: center;"><u>XXXX</u></p> <p style="text-align: center;">Printed Name of Chief or Agency Head</p> <p>_____ Signature of Section Chief or Agency Head      _____ Date (mm-dd-yyyy)</p>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  <p style="text-align: center;"><u>XXX</u></p> <p style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> <p>_____ Signature of Admin or Human Resources Officer      _____ Date (mm-dd-yyyy)</p>
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**13. Basic Function of Position**  
Incumbent provides administrative and secretarial support to the different sections throughout the Embassy as required.

**14. Major Duties and Responsibilities**  
100%  
Provides administrative and secretarial support to the Mission as required, that includes drafting of routine cables, memos and correspondence and maintenance of office files; reviewing and organizing incoming cables and correspondence, routing action items to appropriate officers, reviewing outgoing materials for proper formatting, grammar, and style; receiving and directing incoming telephone calls and office visitors; managing assigned supervisor's calendar of appointments, speaking engagements, social events and keeping appropriate offices/sections and as necessary assigned driver informed of activities. May be called upon to arrange for briefing and background materials for appointments; coordinating travel logistics with Management, RSO and control officers as necessary; may coordinate administrative matters in connection with ORE and representational events, including preparation and follow-up on vouchers and action requests; serve as resource and guide to

Mission staff on procedures and styles for Front Office correspondence and responsible for the proper handling and safeguarding of classified materials and information.

**Note:** "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

#### **15. Qualifications Required For Effective Performance**

1. EDUCATION: High School diploma is required.
2. EXPERIENCE: Must have at least two years of secretarial/administrative experience.
3. LANGUAGE SKILLS: Level 1 (Working Knowledge) Written/Spoken Spanish is required and Level 4 (Fluent) written/spoken English is required.
4. SKILLS: The ability to work in a high stress, high volume productivity environment is required.
5. Typing at least 40 wpm required.
6. Must have good knowledge in operating Microsoft Word, Excel and Outlook.

#### **16. Position elements**

- A. Supervision received: Formal Supervision from Political Officer. Formal review from requestor supervisor.
- B. Guidelines: The Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), section-specific policy documents.
- C. Exercise of Judgment: Expected to exercise judgment in prioritizing daily workload to tight schedules and distinguishing between routine and high-priority or emergency requests.
- D. Authority to Make Commitments: To assure customers that they will receive a response in timely manner.
- E. Nature, Level, and Purpose of Contacts: Must be able to professionally interact with contacts of all levels within the embassy community.
- F. Supervision Exercised: None
- G. Time Required to Perform Full Range of Duties after entry into the position: With prior Embassy experience, one month.

**DS-298** (Formerly OF-298)  
**04-2008**