

# MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: VN – **CONSULAR CASHIER / ADMIN. ASSISTANT**

Office: **HR**

No. **15 - 076**

Date: **04/21/15**

Reference: **N/A**

**OPEN TO:** All interested candidates currently residing in Ecuador (see exception for U.S. Eligible Family Members under additional criteria item 2)

**POSITION:** **CONS CASHIER / ADMINISTRATIVE ASSISTANT**  
Full-performance level: FP-7 / FSN-7

**OPENING DATE:** April 21, 2015

**CLOSING DATE:** **May 4, 2015 (Noon, Quito Time)**

**WORK HOURS:** Full time

**SALARY:** \*Not-Ordinarily Resident: (FP grade is confirmed by Washington)  
Full Performance: FP-7: US\$ 40,665 p.a. (full time annual starting salary)

\*Ordinarily Resident:  
Full Performance: FSN-7: US\$ 23,763.00 p.a. (full time annual starting salary)

**Note 1:** All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration. See definitions for Ordinarily Resident and Not-Ordinarily Resident

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

**Note 3:** U.S. Citizens including U.S. Veterans who are not AEFMs (see definitions section) if hired will be paid under the Local Compensation Plan.

## **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.

The U.S. Embassy in Quito is seeking an individual for the position of **CONSULAR CASHIER AND ADMINISTRATIVE ASSISTANT** in the **CONSULAR SECTION**.

## **BASIC FUNCTION OF POSITION**

Responsibilities include appointment as the primary consular sub-cashier, managing and planning all administrative tasks necessary to maintain efficient functioning of the consular section, such as maintaining the consular portion of the Embassy contact database, updating and maintaining the Consular Mission Ecuador SharePoint site, processing incoming and outgoing correspondence, making all section travel arrangements, among others.

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.**

- a. Education:** Two years of general university studies are required. (Please attach supporting documentation to be considered).
- b. Experience:** Minimum of three years' work experience in a consular or administrative position is required.
- c. Language Proficiency:** Level III (Good working experience) Speaking/Reading English and Level III (Good working experience) Speaking/Reading Spanish are required. (Will be tested).
- d. Knowledge:** Thorough knowledge of Consular Sections SOPs.
- e. Abilities and Skills:** Full competency in Microsoft Word, Excel, and Outlook (HR will test Standard Word, Excel and Outlook).
- f.** Must have good writing and communication skills, and financial and budget skills. (Will be tested).

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) 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. 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 EFMs 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 EFMs 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 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.
8. 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.
9. Employment eligibility criteria for this position were established by the hiring supervisor.
10. 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.
11. 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:

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)  
E-mail: [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  
Attention: Human Resources

**CLOSING DATE FOR THIS POSITION: May 4, 2015 (Noon, Quito Time)**

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.

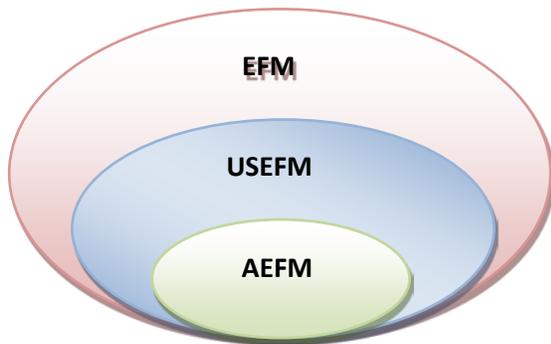
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices,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

CONS, JSchools (ok)

HRS, PDurango

FMO, MLTorres

## 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



15. Qualifications Required For Effective Performance

a. Education

Two years of general university studies are required.

b. Prior Work Experience

Minimum of three years work experience in a consular or administrative position is required.

c. Post Entry Training

On-the-job training, orientation and consultation with relevant courses offered by or through FSI or IRM.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III (Good working experience) Speaking/Reading English and Level III (Good working experience) Speaking/Reading Spanish are required.

e. Job Knowledge

Thorough knowledge of Consular Sections SOPs. Full competency in Microsoft Word, Excel, and Outlook.

f. Skills and Abilities

Good writing and communication skills. Must be able to plan and act independently and with foresight, through communication and coordination with all elements of the section. Must be able to provide accurate and complete documentation of planning for section requirements to supervisors. Must have financial and budget skills.

16. Position Element

a. Supervision Received

Works under the general supervision of the Consular Section Chief and Deputy Consular Section Chief

b. Supervision Exercised

None

c. Available Guidelines

2 FAM, 3 FAM, 4 FAM, 7 FAH, Standardized Regulations, and all other pertinent manuals of operations and administration related to financial operations, consular operations, and personnel issues. Thorough knowledge of Consular Sections SOPs.

d. Exercise of Judgment

Must exercise judgement in oversight of a wide variety of tasks and responsibilities, insuring that financial and operational accountability is in place and well documented.

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Frequent contact with post Financial Management, GSO, and Human Resources (HR) staff, as well as the Consular Section Chief chief in Guayaquil. Must also coordinate and communicate with local contacts of the Consul General and Deputy Consul General in order to schedule appointments and events.

g. Time Expected to Reach Full Performance Level

One year.