

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: **VA – ENGLISH PROGRAMS COORDINATOR**

Office: HR

No. **15 - 121**

Date: **07/01/15**

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: **ENGLISH PROGRAMS COORDINATOR**
Full-performance level: FSN-7/ FP-7

OPENING DATE: July 1, 2015

CLOSING DATE: **July 17, 2015** (COB)

WORK HOURS: Full-time 40 hours

SALARY: **Not-Ordinarily Resident:** (FP grade is confirmed by Washington)
Full-Performance: FP-7: US\$35,014 p.a. (starting salary)
(Only U.S. EFMs can qualify. See under definitions below)

Ordinarily Resident annual rate:
Full-Performance: FSN-7: US\$23,763 p.a. (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 **ENGLISH PROGRAMS COORDINATOR IN the PUBLIC AFFAIRS SECTION (PAS).**

BASIC FUNCTION OF POSITION

Incumbent is responsible for conceiving, planning and managing a broad range of English language programming activities throughout Ecuador (i.e., in both the Quito and Guayaquil consular districts) in support of Integrated Country Strategy (ICS) goals. He/she is the senior LES advisor to and assistant to the Cultural Affairs Officer (CAO) on English language activities in Ecuador.

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:** Four (4) years university or college studies, equivalent to B.A. degree in the liberal arts, communication, social sciences, public relations, or international relations is required. *(Please attach supporting documentation to be considered).*
- b. Experience:** Three to five (3-5) years of progressively responsible experience in program management activities or English language programs, in a bilingual setting, is required.
- c. Language Proficiency:** Level IV (fluent) written/spoken English and Spanish are required. *(will be tested).*
- d. Knowledge:** Thorough knowledge of Microsoft applications *(Standard Word, Excel, Powerpoint and Outlook will be tested in house at the AmEmbassy UIO).*
- e.** Must have strong interpersonal skills; A knowledge of Ecuadorian contact institutions (universities, private language institutions, government educational offices, etc.) is required. Must have knowledge of the public policy and programs of the USG. A thorough knowledge of accounting and budget development is required.

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

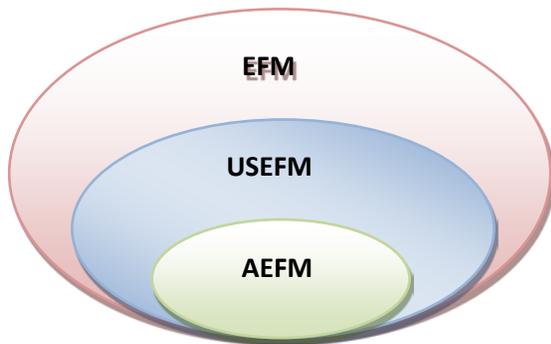
- 1) Per email (preferred method)
E-mail: hroquito@state.gov
- 2) Per hand delivery (please note this method often results in applications not getting any form of response on the recruitment process)
American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources

CLOSING DATE FOR THIS POSITION: JULY 17, 2015 (COB)

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.

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 <p style="text-align: center;">QUITO, ECUADOR</p>	2. Agency <p style="text-align: center;">PAS</p>	3a. Position Number <p style="text-align: center;">311801 A61-001</p>
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3b. Subject to Identical Positions? 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)

VACANT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Cultural Affairs Assistant, 6005	FSN-7	TEge	06-24-2015
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">ENGLISH PROGRAMS COORDINATOR</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">PAS</p>	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">VACANT</p>	10. This is a complete and accurate description of the duties and responsibilities of this position.
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____

Employee Signature	Supervisor Signature
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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;">Jill Dietrich, Public Diplomacy Officer</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;">TEENA EGE, FRC Regional HRO</p>
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
 Incumbent is responsible for conceiving, planning and managing a broad range of English language programming activities throughout Ecuador (i.e., in both the Quito and Guayaquil consular districts) in support of Integrated Country Strategy (ICS) goals. He/she is the senior LES advisor to and assistant to the Cultural Affairs Officer (CAO) on English language activities in Ecuador

14. Major Duties and Responsibilities 100 % of Time

A. Management of English microscholarship Programs (Access and College Horizons) - 50%
 Responsible for planning, coordination, oversight and management of all aspects of English Access and College Horizons microscholarship programs in Ecuador. The Coordinator shall manage program budgets related to the programs, organize workshops with CH and Access coordinators, organize appropriate country-wide enrichment events for students, and incorporate English microscholarship students into Embassy cultural events and alumni networks.

B. Management of English Language Fellows and Specialists Programs - 15%
 Responsible for proposing, planning, and coordinating details of Fellow and Specialist programs with host institutions, (See Addendum 1)

(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

Four (4) years university or college studies, equivalent to B.A. degree in the liberal arts, communication, social sciences, public relations, or international relations is required.

b. Prior Work Experience

Three to five years of progressively responsible experience in program management activities or English language programs, in a bilingual setting, is required.

c. Post Entry Training

Training in database applications used in Public Affairs Section (PAS) operations (Mission Activity Tracker, Mission CONTACT database, Alumni Archive database, Exchange Visitor Database, etc.); training in Department of State structure, function, procedures, and protocol. Training in management of U.S. Department of State public diplomacy & grants.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*). Level IV (fluent) written/spoken English and Spanish are required.

e. Job Knowledge

A knowledge of Ecuadorian contact institutions (universities, private language institutions, government educational offices, etc.) is required. Must have knowledge of the public policy and programs of the USG. A thorough knowledge of accounting and budget development is required.

f. Skills and Abilities

Must have strong interpersonal skills. Thorough knowledge of Microsoft applications (Word, Excel, Powerpoint, Internet Explorer and Outlook). Typing skills (50 wpm). Good knowledge of social media, (Facebook, YouTube, Twitter, webcast and webchat management). Must demonstrate flexibility and be able to function in a stress-filled, project deadline-oriented environment.

16. Position Element

a. Supervision Received

The incumbent receives direct supervision from the Cultural Affairs Officer. The incumbent also receives indirect supervision and guidance from the PAO and ACAO.

b. Supervision Exercised

The incumbent does not directly supervise anyone, though he/she does request support from the other employees, including the Cultural Affairs Assistant assigned to support English language programs.

c. Available Guidelines

The incumbent will rely upon the ECA and IIP web pages devoted to programming support for instruction, but will also receive program-specific information via cables and e-mails. In some cases, the incumbent may need to directly refer to the FAM.

d. Exercise of Judgment

Considerable - Must be able to use discretion and finesse in working directly with contacts and to correspond with counterparts in Washington and the region on matters including selection processes, funding decisions, event programming, and project monitoring. The incumbent must exercise judgment with regard to the preparation of the content of correspondence and visa referrals and in responding to requests for assistance and information from our broad base of cultural contacts.

e. Authority to Make Commitments

Authorized to make commitments in support of English language programs within allotted annual budget, in conjunction with the CAO. May schedule appointments for the CAO, ACAO and other Cultural Affairs staff.

f. Nature, Level, and Purpose of Contacts

The incumbent will have contact with mid-to-high level GOE officials, university rectors and deans, owners and operators of private language schools, and the wide-ranging contact base of the Cultural Affairs Office. The incumbent will interact with all levels of contacts visiting the Cultural Section while assisting to arrange programs. The incumbent will be called upon to travel in support of programs, and will also have contact with regional/provincial officials.

g. Time Expected to Reach Full Performance Level

It is anticipated that the incumbent would be fully functional within three months.

Addendum 1

to include working with proposed host institutions on program justifications and then drafting and submitting proposals to Washington via the Regional English Language Officer (RELO). Keeps abreast of evolving characteristics of each program and identifies future opportunities for Fellows and Specialist in Ecuador, in line with Mission goals.

C. Education Programs - 15%

Serves as senior LES liaison with the Ministry of Education, SENESCYT and other key government educational institutions. Provides advice, guidance and organization support regarding appropriate education-oriented programs. Assists CAO in developing programs to support English language teaching in Ecuador. Advises on program content, venue, and audience. Provides planning and logistical support for English Language Specialist and English Language Fellows programs. Makes recommendations in response to requests for English teaching support from local universities, schools, and organizations.

D. Management of English-related Academic Exchanges - 10%

Works with contacts to identify qualified candidates for the Teaching Excellence and Achievement (TEA) program, E-teacher program, English webinars, and other English-related exchanges.

E. Contacts - 10%

Establishes and maintains contacts with GOE education officials, directors of private English institutions, university officials and other players in the Ecuador's educational arena. Contact is maintained through email and phone conversations, in person visits, and attendance at meetings and events. Provides substantial input into the development and maintenance of contact list in the educational arena. Suggests additional officials and educational experts for development as contacts in response to programming needs.

DISTINGUISHING FEATURES:

The incumbent is responsible for all English programming functions and is asked to work in a high-pressure environment where the need to respond to deadlines is constant and last minute programming changes occur frequently. The incumbent shall be required to travel frequently, both in Ecuador and internationally, in order to coordinate and monitor program, conduct interviews, promote U.S. Government resources, give presentations, and other tasks that may be necessary for the full functioning of the State Department's wide range of English programming. The EVDB, MAT, and Alumni Archive databases are unique to this section, as is the structure of public diplomacy & grants. The need for accuracy in this position is given a high priority, as failure to allow for one logistical need can endanger a program.