

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: VN – **BIOMETRICS CLERK NIV (EFM) -20HRS PT**

Office: **HR**

No. **15 - 129**

Date: **07/15/15**

Reference: **N/A**

PLEASE NOTE: APPLICANTS WHO RESPONDED TO PREVIOUS VACANCY ANNOUNCEMENT FOR THIS POSITION NEED NOT RE-APPLY AS THE APPLICATION WILL BE CONSIDERED

OPEN TO: US Citizen Eligible Family Members (EFMs) only – All agencies

POSITION: **BIOMETRICS CLERK NIV (EFM) -20HRS PT**
Full-performance level: **FP-9**

OPENING DATE: July 16, 2015

CLOSING DATE: Open until filled, first review of applications **July 30, 2015**

WORK HOURS: Part-time 20HRS per week, working schedule to be agreed upon with Supervisor.

SALARY: **Not-Ordinarily Resident:** (FP grade is confirmed by Washington)
Full-Performance: **FP-9: US\$16,249 p.a. (starting salary part-time)**

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 does have to be officially 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).
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.

VACANCY NOTICE INFORMATION: The U.S. Embassy in Quito is seeking an individual for the position of **Biometrics Clerk part time 20 hrs per week** in the **Consular Section**.

BASIC FUNCTION OF POSITION

Incumbent will be responsible for collecting fingerprints for nonimmigrant visa (NIV) (and/or IV) applicants. Duties include visually confirming the applicant's identity based on the passport photo, instructing applicant in proper placement of fingers on the fingerprint scanning machines and capturing of fingerprints using biometrics software. Incumbents will also be responsible for drafting correspondence, managing requests for Security Advisory Opinion (SAO) cables, and conducting name checks for Leahy Vetting Requests. Additional duties may be assigned based on the needs of the consular section. Will serve as backup for data entry, visa printing, and quality assurance of printed visas.

A copy of the complete position description listing all duties and responsibilities can be found at <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:** U.S. high school diploma or host country equivalent is required (*copy of diploma must be attached for consideration*).
- b. **Experience:** Minimum one year of customer service and/or administrative, clerical or managerial experience is required.
- c. **Language Proficiency:** English Level III (Good Working Knowledge) speaking/written; and Spanish Level II (Limited Knowledge) speaking/written are required. (*will be tested by HR*)
- d. **Knowledge:** Basic knowledge of information systems and computer skills.
- e. **Abilities and Skills:** Must be able to write clearly and concisely in English at the professional level. (*Will be tested*).
- f. **Must be able to obtain and hold a secret security clearance.**

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 employees serving a probationary period are not eligible to apply.
4. 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.
5. Currently employed Not Ordinary Residents (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.
6. **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.**
7. **The candidate must be able to obtain and hold a secret security clearance.**
8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes test results.
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.
12. Important: When the position is part-time or full-time, HR will review applications with the same criteria of applications. In order to be qualified for the position, the applicant must meet all advertised requirements. For example, if the position requires three years prior work experience in visa work, then the applicant must have at least three years prior work experience in that area. Two years, ten months does not meet the requirement, and therefore, the applicant is not qualified and may not be interviewed.
13. **This position requires English Level III and Spanish Level II. All applicants must take both the English and Spanish exams, will be tested in house by HR.**

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Employment (DS-0174); or
2. A current resume or curriculum vitae that provides the same information as an DS-0174;
plus:
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application and clearly mark the preference on the application or curriculum. To claim veteran's preference applicant must meet all the criteria given by the Office of Personnel Management (OPM). HR will review all DD-214 forms against OPM requirements.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

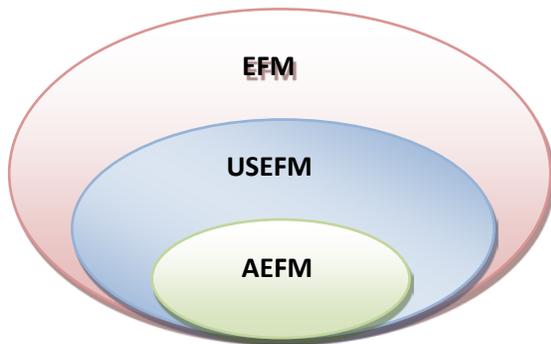
- 1) Per email (preferred method)
E-mail: hroquito@state.gov
- 2) Per hand delivery (please note this method often results in applications not getting any form of response on the recruitment process)
American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources
- 3) For internal applicants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

**CLOSING DATE FOR THIS POSITION:
Open until filled, first review of applications July 30, 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.

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</p>	2. Agency <p style="text-align: center;">CONSULAR</p>	3a. Position Number <p style="text-align: center;">97-3488888</p>
---	--	--

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 <i>(mm-dd-yyyy)</i>
a. Post Classification Authority	Biometrics Clerk (part time)	FP-9		02-20-2014
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee <p style="text-align: center;">VACANT</p>
---	--

8. Office/Section <p style="text-align: center;">CONSULAR</p>	a. First Subdivision <p style="text-align: center;">NIV</p>
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
--------------------	----------------------

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.	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.
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
--------------------------------	-------------------------------

13. Basic Function Of Position
 Incumbents will be responsible for collecting fingerprints for nonimmigrant visa (NIV) (and/or IV) applicants. Duties include visually confirming the applicant's identity based on the passport photo, instructing applicant in proper placement of fingers on the fingerprint scanning machines and capturing of fingerprints using biometrics software. Incumbents will also be responsible for drafting correspondence, managing requests for Security Advisory Opinion (SAO) cables, and conducting name checks for Leahy Vetting Requests.

14. Major Duties and Responsibilities 100 % of Time

Additional duties may be assigned based on the needs of the consular section. Will serve as backup for data entry, visa printing, and quality assurance of printed visas.

75%
 Collect applicant fingerprints
 Maintain the fingerprint scanner
 Draft correspondence
 Prepare SAO cables; track SAO, AO, and ARIS clearances

(Continue on blank sheet)

(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Completion of high school is required.

b. Prior Work Experience

Minimum one year customer service and/or administrative, clerical or managerial experience is required.

c. Post Entry Training

NONE

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

English Level III (Good Working Knowledge) speaking/written; and Spanish Level II (Limited Knowledge) speaking/written are required.

e. Job Knowledge

Basic knowledge of information systems.

f. Skills and Abilities

Customer service and basic computer skills (typing/Microsoft Office and Excel/Internet). Must be able to write clearly and concisely in English at the professional level. Able to obtain and hold a secret security clearance

16. Position Element

a. Supervision Received

Supervised by NIV Supervisor and/or Chief of the Nonimmigrant Visa Section

b. Supervision Exercised

NONE

c. Available Guidelines

Consular Support Desk, CA manuals, FAM and SOPs.

d. Exercise of Judgment

Incumbent must make decisions regarding identity of applicants, proper reading of fingerprints, waiving the fingerprint requirement according to guidelines, determining when an applicant is eligible for interview waiver.

e. Authority to Make Commitments

NONE

f. Nature, Level, and Purpose of Contacts

Contact with systems personnel and CSD support desk for smooth operation of fingerprinting scanning operation

g. Time Expected to Reach Full Performance Level

THREE MONTHS

Addendum 1

Conduct name checks for Leahy Vetting requests
Other duties as required

Back-up duties 25%
Enter data from visa application forms
Print visas and perform quality assurance checks
Provide information by email, telephone, and at windows to customers

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."