

# MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: **VA – HUMAN RESOURCES ASSISTANT / AMERICANS PROGRAM**

Office: **HR**

No. **16 - 085**

Date: **06/08/16**

Reference: **N/A**

**OPEN TO:** **All Interested Candidates / All Sources**

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** **VA – HUMAN RESOURCES ASSISTANT / AMERICANS PROGRAM**

Full-performance level: FSN-7 / FP-7

**OPENING DATE:** **June 8, 2016**

**CLOSING DATE:** **June 22, 2016 (COB)**

**WORK HOURS:** **Full time**

**SALARY:** **FULL PERFORMANCE LEVEL:**  
**Ordinarily Resident (OR): FSN-7**  
**Not-Ordinarily Resident (NOR): FP-7\***

**DEVELOPMENTAL LEVEL:**  
**Ordinarily Resident (OR): FSN-6**  
**Not-Ordinarily Resident (NOR): FP-8\***

**\*Final grade/step for NORs will be determined by Washington.**

**Note 1:** **ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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

## **IMPORTANT REMARKS:**

1. Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

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. Mission in *Quito, Ecuador* is seeking eligible and qualified applicants for the position of Human Resources Assistant - Americans Program in the HR SECTION.**

**BASIC FUNCTION OF POSITION:**

Within the Office of Human Resources serves as Human Resources Assistant responsible for performing the full range of technical support duties for the U.S. Direct Hires (USDH) Program and provides Human Resources services to all levels of USDH and Eligible Family Member (EFM) employees. Incumbent is directly supervised by the Human Resources Specialist.

**QUALIFICATIONS REQUIRED:**

**NOTE: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

- a. **Education:** At least two years of full time, post-secondary study (or the equivalent hours spread across a part time study period) at college or university is required.
- b. **Experience:**  
Developmental level: Minimum three years of experience in administrative duties with at least one year in human resources and a minimum of one year of customer service required.  
Full performance: Same as developmental plus one year working as HR Assistant with the U.S. Government.
- c. **Language Proficiency:** English Level IV (fluent) and Spanish Level III (good working knowledge) written / spoken are required.
- d. **Abilities and Skills:** Must have good working knowledge of Microsoft applications (i.e.: Word, Excel, Outlook and PowerPoint), and be able to type at Level II (40 net wpm accuracy).
- e. Very strong composing and writing skills in English is required. Must be able to work under extreme pressure, with high volume productivity environment and deal tactfully and politely with all levels of contacts. Ability to independently research, interpret and apply regulations. Must be able to clearly explain applicable regulations and policies to American DHs and EFM.

**Please note that any or all of the above required qualifications may be tested.**

## **FOR FURTHER INFORMATION:**

The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://ecuador.usembassy.gov/news/job-opportunities.html> and/or by contacting the Human Resources Office by email to [hroquito@state.gov](mailto:hroquito@state.gov).

## **HIRING PREFERENCE SELECTION PROCESS:**

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

## **HIRING PREFERENCE ORDER:**

AEFM / USEFM who is a preference-eligible U.S. Veteran\*  
AEFM / USEFM  
FS on LWOP\*\*

**\* IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

**\*\* This level of preference applies to all Foreign Service employees on LWOP.**

## **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFM, USEFM, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

## HOW TO APPLY:

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits, etc.).

## 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

## EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission 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.

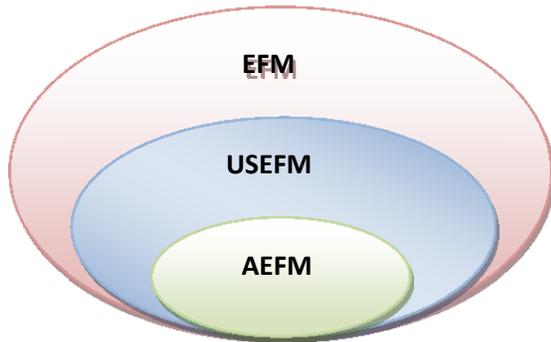
**CLEARANCES**

HRS, PDurango: \_\_\_\_\_

HRO, KConole: \_\_\_\_\_

FMO, EHamrick: \_\_\_\_\_

## Appendix 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).

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**

- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

**WAE (When Actually Employed):**

- A temporary appointment that is on an “as needed basis. Individuals on this appointment are not entitled to sick or annual leave or any of the other benefits conferred to Family Member Appointments.
- Administrative clerks / Security Escorts, mailroom.
- The hours to perform a work request are projected and approved with funds obligated in advance.
- Maximum number of hours should not exceed 160/month - 80 hours per pay period- 8 hours a day.
- WAE employees are on a roster and HR will contact employees in turn.
- If an employee turns down a work request more than two times in a row made at least 48 hours in advance for work during he normal duty hours, the Embassy reserves the right to terminate the employee’s WAE status and seek a replacement.

**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;">DoS, HR</p>	3a. Position Number <p style="text-align: center;">311801 A54007</p>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide position number: _____				
4 Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input checked="" type="checkbox"/> c. Other (explain) <p style="text-align: center;">VACANT</p>				
5 Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Human Resources Assistant, 305	FSN-7	RE	6.8.16
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (If different from official title) Human Resources Assistant - Americans Program		7. Name of Employee		
8. Office/Section <p style="text-align: center;">USEMBASSY</p>		a. First Subdivision <p style="text-align: center;">MANAGEMENT</p>		
b. Second Subdivision <p style="text-align: center;">HUMAN RESOURCES</p>		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.		10. This is a complete and accurate description of the duties and responsibilities of this position.		
Printed Name of Employee _____ Date (mm-dd-yyyy) _____		Patricia Durango, HR Specialist <span style="float: right;">06/03/2016</span> Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____		
Employee Signature _____		Supervisor Signature <i>Patricia Durango</i>		
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.		
Karen Conole, HRO <span style="float: right;">06/03/2016</span> Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____		Teena M. Ege, RHRO _____ Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____		
Chief or Agency Head Signature <i>[Signature]</i>		Admin or HR Officer Signature <i>Teena M. Ege</i> <p style="text-align: right;">6.8.16</p>		
13. Basic Function Of Position Within the Office of Human Resources serves as Human Resources Assistant responsible for performing the full range of technical support duties for the U.S. Direct Hires (USDH) Program and provides Human Resources services to all levels of USDH and Eligible Family Member (EFM) employees. Incumbent is directly supervised by the Human Resources Specialist.				
14. Major Duties and Responsibilities <span style="float: right;">100 % of Time</span> ELIGIBLE FAMILY MEMBER EMPLOYMENT - 50% of Time Reviews and processes all FMA and PSA-Plus employment and security forms. Researches and follows up with the WHA Bureau , the Department of State (DoS) and other agencies as necessary on all aspects of employment data and appointment information. Responsible for preparing all the personal actions including INWS, resignations, request authorization to hire and appointment cables. Works closely with the HR Officer and HR Specialist in WHA/EX to coordinate clearances and all paperwork for the EFM hiring process.  Monitors all appointments expiration dates and grade increases for their due dates on all EFM positions. Keeps Human Resources (See Addendum 1)				

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15. Qualifications Required For Effective Performance

a. Education

At least two years of full time, post-secondary study (or the equivalent hours spread across a part time study period) at college or university is required.

b. Prior Work Experience

Minimum three years of experience in administrative duties with at least one year in human resources and a minimum of one year of customer service required.

c. Post Entry Training

Completion of in-house PS (WebPass) applications within the first three months of assignment. Completion of SMART. Cyber security, ETHICS.

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

e. Job Knowledge

Must have working knowledge of the 3 FAM, 3 FAH 2, Guidebook and regulations governing the EFM hiring and employment. Good working knowledge of Microsoft applications (i.e.: Word, Excel, Outlook, PowerPoint). Must be able to type at Level II (40 net wpm accuracy).

f. Skills and Abilities

Very strong composing and writing skills in English is required. Must be able to work under extreme pressure, with high volume productivity environment and deal tactfully and politely with all levels of contacts. Ability to independently research, interpret and apply regulations. Must be able to clearly explain applicable regulations and policies to American DHs and EFM.

16. Position Element

a. Supervision Received

Direct supervision is received from the Human Resources Specialist.

b. Supervision Exercised

None.

c. Available Guidelines

2, 3 and 6 FAMs, 3 FAH-1, Standardized Regulations, PS Application Instruction Manual, Correspondence Handbook, TAGS/TERMS Handbook, and Department and other agency guidance on employment.

d. Exercise of Judgment

Exercise of judgment and detailed knowledge of human resource systems is required when identifying problems and determining the most expeditious manner to affect corrective action. Exercises considerable independent judgment and discretion in researching and analyzing FAMs and REGs.  
(see addendum for continuation...)

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

As Human Resources Assistant incumbent maintains good working relationships within the Human Resources team and with all levels of employees within the Mission in order to disseminate information and to expeditiously resolve problems as well as with HR/OE.

g. Time Expected to Reach Full Performance Level

One year.

**Addendum 1**

Management Specialist informed of upcoming deadlines and/or any potential problems.

Responsible for monitoring all EFMs annual evaluations to be sent to their supervisor and that these are sent to Washington for the acknowledgement of WHA/EX to be placed in their HR profile.

Collects and prepares all employment data and reports for EFMs and assists on the post's Family Member Employment Report (FAMER).

Coordinates the Rover Program when other sections need a Rover.

**USDH PROGRAM - 35% of Time**

Responsible for the administrative and technical support for the USDH Program that includes approximately 95 positions.

Collects information for State employees and is responsible for the preparation of their TM CHANNEL cables. Position is responsible for preparing all the TMTHREE (welcome cable), amendment cables, TMFIVE (departure) and TMEIGHT (arrival cable) on WEBPASS Post Personnel system for Department of State American direct hire personnel as well as curtailment cables.

Responsible for entering and completing the EFM employee's information in the Post Personnel System and to ensure that it is complete and updated. This involves entering in the system new positions and all relevant information for the employees. Conducts ad hoc inquiries and generates a variety of reports based on PS database for HRO. Also maintains and retires all EFMs personnel files.

Helps and advises EFMs on the Foreign Employee Group Life Insurance (FEGLI) Program, Foreign Employee Health Benefit Program (FEHB), and the Thrift Savings Plan (TSP). Provides enrollment info, change of address forms, or transmission to appropriate technician for processing.

Assists with providing security clearance documentation to initiate EFM in EQIP.

Coordinates with IRM and with Washington the FSOT exams.

**SEASONAL HIRE PROGRAM - 10% of Time**

Responsible for the Seasonal Hire Program by coordinating with the different sponsoring agencies and ICASS to request budget of around \$15,000 to fund the program. Responsible for monitoring the budget, preparing spreadsheet, work schedules, assignments to the different sections, appropriation codes, and providing detailed information for State and agencies. Facilitates the managers, timekeepers, and students with schedule availability, and works with sponsoring agencies to fulfill payment requirements. Is responsible for sending the appointment and resignation cables, reviews payments and submits all documentation to HR/OE and Charleston for payment.

**OTHER DUTIES - BACK UP DUTIES - 5% of Time**

Backup responsibility for updating and maintaining all documentation and forms for USDH services.

Gives information and cross-trains the HR Assistant (Accreditation) and provides back-up duties for HR Assistant (Accreditations)

In the absence of the Human Resources Management Specialist prepares reports and statistical information on the staffing pattern for the DH American side.

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."

**16. Position Element**

**d. Judgment (continuation...)**

In this respect, is required to distinguish between normal work-a-day issues and policy issues. Incumbent also exercises considerable judgment in determining priorities, when to follow up on pending issues, and when to refer a case or client to the Human Resources Officer or to the Management Officer.