



**United States Consulate General  
Sao Paulo, Brazil  
Management Notice N°: 36  
Date: August 16, 2012**

**To: All Employees**

**From: MGT – Raymond Murphy**

**Subject: Vacancy – Warehouseman**

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**OPEN TO:** All Interested Candidates  
**POSITION:** Warehouseman, FSN-2/FP-CC (To be confirmed by Washington)  
**OPENING DATE:** Thursday, August 16, 2012  
**CLOSING DATE:** Wednesday, August 29, 2011  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Ordinarily Resident (OR): R\$ 16,192 annually. (Starting salary) (Position Grade: FSN-2)  
U.S Citizens EFMs: US\$ 20,017 annually. (Starting salary) (Position Grade: FP-CC)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in São Paulo is seeking candidates for the position of Warehouseman to work in the General Services Office.

**BASIC FUNCTION OF POSITION**

A Warehouseman is responsible for loading and unloading trucks and vans and for the placement of furniture and supplies in the warehouse storage space as directed. The incumbent will deliver and pick-up furniture and furnishings to/from residences and offices. The selected candidate will also be responsible for setting up events, assembling and disassembling tables and tents at the Consulate or at residences. Job holder must operate a fork lift and be able to drive trucks or vans.

Major Duties of the position:

**Warehouse**

- Assists Supervisor to maintain Warehouse in segregated by agency and good conditions. Operates a forklift in the Warehouse. Hoists and stores items in places determined by the Warehouse Supervisor. Based on supervisor's guidance separates for issuance items for customers, as well storing items when they are returned. Assists supervisor in the preparation of documents to demonstrate such movement. Must notify supervisor to any damaged item discovered either upon new arrival or from home/office preventing the issuance prior to repair.

**Mover**

- Load and unload trucks, vans, pick-ups, deliver and pick up household/office furniture from/to customers. Move items within the Consulate. Assists supervisor to separate and deliver household sets for newcomers. Based on the supervisor's guidance deliver/ pick up Hospitality Kits to residences and setting up tents. Operates motor vehicles in support of the Warehouse to transport items such as furniture and furnishings, supplies, office equipment, etc.

**Events setup**

- Set up/ dismount tents, tables, chairs, tableware, etc. for multiple official events at the Consulate or residences.

**Auction/ Inventory**

- Set up/ dismounting in individual lots. Assists supervisor to prepare inventory for sale. Escort bidders for removals of sold items. Participates in the Warehouse's annual inventory helping the inventory team to collect data.

**Other Duties**

- Other duties as needed and assigned within General Services Office (GSO).

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**EDUCATION:** Completion of primary school is required.

**EXPERIENCE:** Furniture transportation experience (loading and unloading trucks and vans) is required.

**LANGUAGE:** Level III (Good Working Knowledge) in speaking/reading Portuguese is required. *These will be tested.*

**KNOWLEDGE:** Must know how to load and unload trucks and vans and must know how to store furniture and supplies on racks and pallets.

**SKILLS AND ABILITIES:** Must be able to lift 75 lbs. Must be able to operate a fork lift. Must have a Category D driver's license. *This will be tested.*

**TRADUÇÃO LIVRE:**

O Escritório de Recursos Humanos do Consulado Geral dos Estados Unidos em São Paulo está procurando candidatos para o cargo de almoxarife para trabalhar no Escritório de Serviços Gerais.

**Início do recebimento de currículos:** Quinta-feira, 16 de agosto de 2012  
**Último dia para receber currículos:** Quarta-feira, 29 de agosto de 2012  
**Data prevista para admissão:** Imediatamente, após o processo de seleção  
**Jornada de trabalho:** Período Integral, 40 horas semanais  
**Grade salarial:** FSN-2 R\$ 16.192,00 ao ano

**DESCRIÇÃO FUNCIONAL RESUMIDA:**

O almoxarife é responsável pelo carregamento e descarga de caminhões, vans e pick-ups e também pelo armazenamento de materiais no armazém. O almoxarife irá entregar e coletar mobiliário nas residências e escritórios. O candidato selecionado também será responsável

pela arrumação de eventos, montagem e desmontagem de mesas, tendas, no Consulado ou nas residências. O candidato deverá saber como operar empilhadeiras e dirigir caminhões, vans ou pick-ups.

Principais funções da posição:

### **Almoxarife**

- Auxilia Supervisor em manter os itens do armazém separados pelas diversas agências e em boas condições. Opera a empilhadeira no Armazém. Monta cargas e guarda itens em locais determinados pelo Supervisor do armazém. Com base nas orientações do supervisor, separa itens de emissão para os clientes, bem como armazena itens quando eles são retornados. Auxilia o supervisor na preparação de documentos para demonstrar tal movimento. Notifica o supervisor itens danificados ou qualquer descoberta de danos seja este item novo ou após a devolução do mesmo vindo de uma casa ou escritório, prevenindo o reparo do item.

### **Mudança**

- Carrega e descarrega caminhões, vans, pick-ups, coleta e distribui móveis e mobílias de escritório nas casas e escritórios dos clientes. Faz mudanças de itens dentro do Consulado. Auxilia o supervisor na separação e entrega de kits familiares para os recém-chegados. Com base nas orientações do supervisor, entrega e coletas os kits de hospitalidade nas residências e auxilia na montagem de tendas. Opera veículos a motor para apoiar o transporte de itens do armazém tais como mobiliário e adereços, equipamentos de escritório, etc.

### **Configuração de eventos**

- Configura e desmonta tendas, mesas, cadeiras, talheres, etc, para vários eventos oficiais no Consulado ou nas residências.

### **Leilão/ Inventário**

- Responsável pela configuração e desmontagem dos leilões em lotes individuais. Auxilia o supervisor na preparação de estoques para venda. Escolta compradores para a remoção de itens vendidos. Participa do inventário anual do Armazém ajudando a equipe de inventário na coleta de dados.

### **Outras funções**

- Demais funções necessárias e atribuídas dentro do Departamento.

## **REQUISITOS BÁSICOS PRINCIPAIS:**

**Educação** - Curso primário completo é necessário.

**Experiência profissional** - Experiência na área de transporte de móveis (carga e descarga de caminhões / Van / Pick-up) é necessário.

**Idiomas** - Nível 3 de Português (Conhecimento Intermediário) é necessário – Haverá teste de Português.

**Conhecimentos** - Conhecimento em carga e descarga de caminhões/vans e pick-ups e armazenamento de materiais em prateleiras e pallets.

**Aptidões e habilidades** – Deve ser capaz de levantar £ 75. Deve ser capaz de operar a empilhadeira. Possuir a CNH Categoria “D”, válida para dirigir no Brasil. Isto será testado.

Interessados devem enviar o currículo para:

Departamento de Recursos Humanos

Email: [recrutamentosao paulo@state.gov](mailto:recrutamentosao paulo@state.gov) com o título da vaga; ou

Endereço de Correspondência: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; ou  
Fax: (11) 5186-7475

**PRAZO PARA O RECEBIMENTO DE CURRÍCULOS:  
Quarta-feira, 29 de agosto de 2012**

**SELECTION PROCESS**

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

U.S. Veterans should send a copy of their DD-214 with the application package in order to be given preference.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
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. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.

**TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
2. 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; **or**
3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (*see section 3A below for more information*); **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 US 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.

3A. 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.

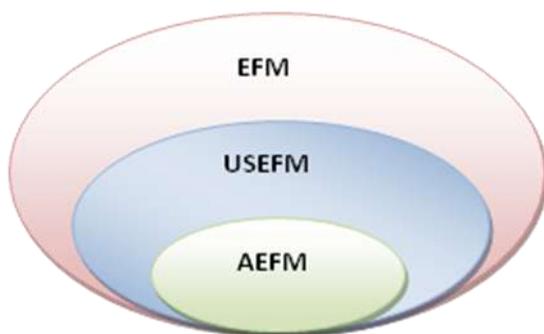
**Failure to do so will result in an incomplete application**

- 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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

**SUBMIT APPLICATION TO**

Email: [recrutamentosaopaulo@state.gov](mailto:recrutamentosaopaulo@state.gov) with vacancy title; or  
Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; or.  
Fax: (11) 5186-7475

**DEFINITIONS**



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

1. **Eligible Family Member (EFM)**: An individual related to a US 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. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: Wednesday, August 29, 2012**

The US Mission in Brazil 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.

Drafted: S.Souza

Cleared: J. Bournes

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Approved: R.Murphy