



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 23
Date: November 14, 2013**

To: All Employees

Subject: Vacancy – Administrative Assistant

OPEN TO: All Interested Candidates
POSITION: Administrative Assistant, FSN-8/FP-6 (To be confirmed by Washington)
OPENING DATE: Thursday, November 14, 2013
CLOSING DATE: Friday, November 29, 2013
WORK HOURS: *Full-time; 40 hours/week*
LENGTH OF HIRE: *Temporary – 6 months*
SALARY: *Ordinarily Resident (OR): R\$ 58,946 annually. (Starting salary) (Position Grade: FSN-8)
U.S Citizens EFMs: US\$ 44,737 annually. (Starting salary) (Position Grade: FP-6)*

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 Sao Paulo is seeking candidates for the position of Administrative Assistant to work in the Foreign Commercial Service.

BASIC FUNCTION OF POSITION

The incumbent serves as the Administrative Assistant in the Commercial Services Brazil Admin Unit in the managerial, budget and personnel areas, assisting the Administrative Supervisor Specialist and the Budget Analyst.

MAJOR DUTIES AND RESPONSIBILITIES:

1) Trade Event and Visits Logistics Manager
Serves as CS Brazil Trade Events and Logistics Manager; responsible for logistical arrangements such as: hotel, venue rentals, airport expeditor services, transportation requirements and interpreter services. The incumbent maintains relationships with hotels and other vendors to ensure best value to USG travelers and CS clients. Vendors include hotels, transportation companies, restaurants, catering services, audio/visual equipment suppliers, interpreters, etc. May select venues of events and negotiate rates for visitors on official travel.

In the case of a multi-post trade events or missions, incumbent is the overall budget coordinator responsible for compiling the overall CS Brazil post budget request and submitting it to the trade mission or trade event organizer for approval. For official visits incumbent interacts with GSO and RSO sections of the consulate to request expeditors, and visitor clearance requests. The overall budget for the organization of these kinds of events in our section in 2011 was about \$650,000.

In this capacity incumbent coordinates with the Commercial Service officers overseeing events and visits and advises Commercial Specialists and Commercial Assistants about vendors, hotels, etc. Incumbent ensures that collections are in the e-menu database system, that the event budget is sent to Washington, and that a cable authorizing expenses has been received. Incumbent is responsible for completing timely procurements in compliance with Federal Procurement regulations and for the administration of the budget making sure that expenses do not exceed the authorization. (Percentage time 25%)

2) Budget

Works closely with the Budget Analyst and the Administrative Supervisory Specialist in the preparation of CS Brazil annual budget submission as required. Has extensive knowledge of the O&A budget and the Trust Fund budgets and the differences in how they can be used.

Has a thorough knowledge of travel regulations and per diem calculations. Has extensive knowledge of E2 Solutions Travel System. Is the E2 Solutions point of contact for CS Brazil to assist employees in creating Travel Orders and submitting Travel Claim Vouchers. Maintains a file of all Travel Authorizations issued for employees by TA number.

Reviews all Travel Reimbursement Claim Vouchers submitted by employees of CS São Paulo for accuracy. Reports discrepancies to Administrative Specialist and has autonomy to take action to get the travel vouchers corrected.

Reviews all Representation Claim vouchers submitted by officers and employees for accuracy. Makes copies for the files and forwards originals to FMC office in Brasilia for processing. Reports discrepancies to Administrative Specialist. Has extensive knowledge of post and FAM policies on Representation expenses. (Percentage time 20%)

3) Personnel

Is the timekeeper for all CS São Paulo FSNs and PSAs. Uses the State Department computer software for T&A every two weeks. Keeps Time & Attendance files for FSNs, PSAs and American Officers. Responsible to reconcile the annual leave and sick leave balances of all CS-SP staff.

Coordinates Time and Attendance reporting for American Officers in CS Brazil. US Department of Commerce has an online T&A system called WebTA and incumbent needs to master this system in order to perform the duties of Timekeeper. In this capacity, incumbent is responsible to ensure that each employee completes and validates their T&A, and that the supervisor certifies each T&A report. Incumbent is also responsible for timely submission of supplemental T&A report to ensure post allowances are adjusted each time an officer arrives, departs or travels away from post. Incumbent works directly with the person responsible for WebTA in Washington, DC to resolve T&A issues for officers. In order to perform the duties independently, incumbent must be fully trained and familiar with T&A policies.

Assists the Administrative Supervisor in the preparation of new PDs, to ensure that they contain the proper job description, are in proper format and have the correct signatures and initials. Develops and supervises the upkeep of a comprehensive filing

system for personnel records for all employees of CS Brazil. Acts as liaison with Consulate HR office on issues of personnel actions, evaluation and work plan submission, leave schedule tracking and medical and dental insurance issues.

Working with commercial officer, incumbent coordinates CS Sao Paulo internship program and hiring of temporary 90 day PSAs and other temporary staff as required. Working with GSO staff, incumbent will work to have a contract in place with CIEE, the organization that coordinates with Brazilian universities to recruit intern candidates. Incumbent will also coordinate review of intern applications and ensure that CS Sao Paulo staff have an opportunity to review and select from the applicants. Incumbent also coordinates with Consulate HR to advertise for temporary staff (PSAs), to set up interviews and coordinate HR paperwork to bring staff on board. Is the liaison between the FCS office and CIEE.

Supervises 1 FSN – 3 – Program driver. (Percentage time 20%)

4) Administrative

Responsible for facilitating the procurement process involving purchase orders by serving as a liaison between CS and GSO. Uses the Internet to search for potential vendors of services, office supplies, equipment and residential furniture or furnishings to recommend to GSO office. Enters procurement requests in the Ariba system for CS São Paulo and monitors status of procurement requests. Maintains a log of purchase orders and a purchase order file according to a numerical system to serve as a complete record of all procurement transactions at post, and as the source document in support of the accounting system for procurement transactions. Advises vendor when Purchase Order is approved and signed. Follows-up on orders to ensure proper delivery of services or products. Makes petty cash purchases as required such as office supplies, within the petty cash limitation of \$500 equivalent in reais. Responsible for organizing and maintaining files on all administrative matters such purchase orders, travel reimbursement vouchers, representation claims, vehicle usage report and other admin issues. (Percentage time 20%)

5) Property Management

Incumbent serves as CS Brazil Property Inventory Coordinator and is responsible for conducting an annual physical inventory for CS Brazil's five offices. Works very closely with admin staff in CS Brasilia, CS Rio de Janeiro, CS Recife and CS Belo Horizonte on property inventory issues by providing guidance on property inventory requirements and reports. Travels to CS Brazil constituent posts whenever required to check inventory and prepare updates and disposal of items.

Responsible for entering property inventory items in CS Sunflower system used worldwide by US Department of Commerce, for keeping the property inventory system updated, and for generated inventory reports. Incumbent is also responsible to report and justify any discrepancies and to request any authorizations for disposal of CS Brazil inventory. For all inventory matters, incumbent communicates directly with CS OIO/WH Regional Office and USDOC/ITA Property Custodian in Washington. Approximate value of property handled is: \$615,000 São Paulo equipment, \$250,000 Other Posts equipment, and \$200,000 for São Paulo residential furniture. Directly responsible for ensuring that the equipment is properly maintained and has the authority and responsibility for arranging servicing.

Incumbent prepares a comprehensive quarterly vehicle expenses report of all CS official vehicles for OIO/WH in Washington. Maintains a monthly vehicle usage report file for all CS vehicles in Sao Paulo. (Percentage time 15%)

QUALIFICATIONS REQUIRED

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

EDUCATION: College degree in Accounting or any discipline related to the liberal arts and the social science is required.

EXPERIENCE: Experience in administrative office management, including financial, accounting operations is required.

LANGUAGE: Level III (Good working knowledge) in both speaking/reading English is required. Level III (Good working Knowledge) in both speaking/reading Portuguese is required. These will be tested.

KNOWLEDGE: In-depth knowledge of administrative office management, accounting and financial codes, regulations regarding budget preparation, obligations, contracting and travel documentation, Simplified Acquisition. Excellent knowledge of Excel, Word, Power Point, Internet and Adobe.

SKILLS AND ABILITIES: Excellent accounting skills. Must be able to operate calculators. Ability to set priorities and fix deadlines. Ability to advise the Budget Analyst and the Administrative Supervisory Specialist on potential difficult situations in the office.

Testing may be conducted to determine qualifications.

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. **Please submit your most recent Employee Performance Report (EPR).**
4. Currently employed U.S. 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 current resume or curriculum vitae **In English** that provides the same information found on the UAE (**see Appendix B**). **We will not/not accept any applications that are not submitted in English; 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 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.

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title; or

Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP.

CLOSING DATE FOR THIS POSITION: Friday, November 29, 2013

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: E.Branco

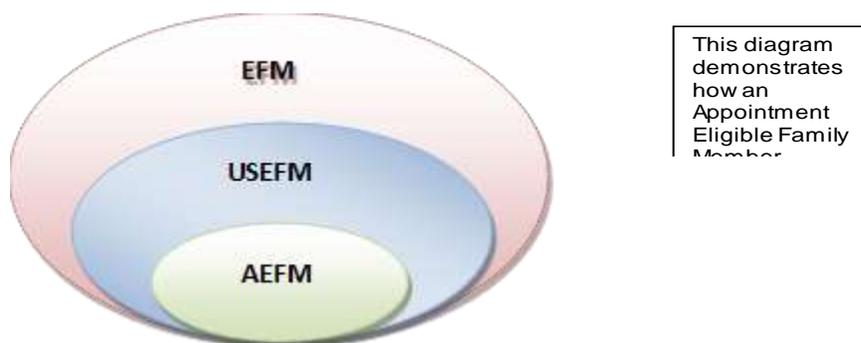
Cleared: S. Knode

Approved: J.Bournes

E.Gohouré

Appendix A

DEFINITIONS



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).

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. 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

This email is UNCLASSIFIED.