



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 10
Date: March 12, 2014**

To: All Staff

Subject: Vacancy – Consular Assistant

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All agencies
U.S. Ordinarily Resident
POSITION: Consular Assistant, FSN-7/FP-7 (To be confirmed by Washington)
OPENING DATE: Wednesday, March 12, 2014
CLOSING DATE: Until Filled
WORK HOURS: Full-time; 40 hours/week
SALARY: *Ordinarily Resident (OR): R\$ 44,316 p.a. (Starting salary) (Position Grade: FSN-7)
*Not Ordinarily Resident (NOR): US\$ 39,994 p.a. (Starting salary) (Position Grade: FP-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE APPENDIX A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS (ATTACHED TO THE APPLICATION) TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Consular Assistant to work in the Nonimmigrant Visa Unit.

BASIC FUNCTION OF POSITION

The Consular Assistant supports full-time the non-immigrant visa process, working with more than 120 American and Brazilian employees divided into six teams.

MAJOR DUTIES AND RESPONSIBILITIES:

- Processes fingerprint waiver or reuse in renewal cases to facilitate adjudication, requiring at least a secret security clearance.
- Performs all aspects of pre-and post-adjudication processing for non-immigrant visa applicants, including data entry, printing, assembly and sticking of visas in passports and quality control reading.

- Checks visa foils against the NIV Courier Manifest to ensure all foils are accounted for.
- Provides visa applicants with detailed information regarding available services and application procedures for all types of non-immigrant visas.
- Enters applicant information into the Independent Name Check Application to facilitate adjudication.
- Drafts Security Advisory Opinion requests and other messages for Washington.
- Is responsible for at least one portfolio item, such as troubleshooting passport delivery issues and database monitoring.
- Serves occasionally as opening officer to open the consular section.
- Other tasks as requested.

QUALIFICATIONS REQUIRED

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

EDUCATION: Completion of High School is required.

EXPERIENCE: Administrative level work or customer service work is required.

LANGUAGE: English level II (limited working proficiency) is required. Portuguese level I (rudimentary) is required. These will be tested.

KNOWLEDGE: Must possess general computer skills needed to learn the operation of consular software applications. Must have a solid knowledge of applicable laws and practices pertinent to own functional area. Must know about host country policies about immigration to the U.S., entry and exit procedures, and similar disciplines.

SKILLS AND ABILITIES: Attention to detail is critical. Ability to learn to use the Foreign Services Manual (FAM) and visa files in order to obtain necessary information. Ability to work under continued pressure and deal courteously and tactfully with the public. Ability to type at level I (15 to 29 words per minute) at a reasonable or acceptable speed and accuracy. Incumbent must be a U.S. Citizen Eligible Family Member (USEFM) eligible for at least a secret security clearance. *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.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, continuity 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 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 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 "Consular Assistant".

CLOSING DATE FOR THIS POSITION: Until Filled

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: M. Daschbach

Approved: R. Murphy

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.