



**United States Consulate General  
Sao Paulo, Brazil  
Date: 09/22/2014  
Vacancy Number: 2014/36**

**To: US Citizen Eligible Family Members (USEFMs) – All Agencies**

**Subject: Vacancy – Secretary**

**Note: All ordinarily Residents (OR) applicants must have the required work and/or residency permits at the time of application to be eligible for consideration. The mission does not sponsor work permits.**

**Position:** C12-120-052 Secretary  
FSN-6 / FP-8\*\*

**Opening date:** Monday, September 22, 2014

**Closing date:** Until filled

**Work hours:** *Full-time; 40 hours/week*

**Salary:** *Ordinarily Resident (OR): R\$ 37,609 p.a. (Starting salary) (Position Grade: FSN-6)  
Not Ordinarily Resident (NOR): US\$ 35,993 p.a. \*\*\* (Starting salary) (Position Grade: FP-8)*

\*\* Actual grade and salary will be based on the qualifications of the applicant

\*\*\* Overseas Comparability Pay will apply if an FMA appointment

The U.S. Consulate General in Sao Paulo is seeking an individual for the position of Secretary to work in the Economic and Political Section.

#### **Basic Function of Position**

Incumbent provides full office management support to the officers in the Economic and Political section and serves as a back up to the Consul General's Office Management Specialist. The incumbent reports directly to the Chief of the Economic/Political section.

### **Major Duties And Responsibilities:**

- Serves as the secretary for the entire Economic and Political (E/P) section, assisting the E/P Chief, the head of the political unit, and other officers and interns in the section.
- Substitutes for the Consul General's Office Management Specialist (OMS) in his/her absence.
- Maintains a calendar of appointments for the E/P Chief covering representational events, social functions, office calls, and other official activities. Arranges for transportation to support these requirements.
- Prepares vouchers for representational events and official use of taxis.
- Serves as timekeeper for E/P section, including LES employees. Serves as back up timekeeper for Heads of Section and Front Office in absence of OMS.
- Organizes representational events for E/P Chief, including communication with caterers and restaurants. Assists with preparation of formal invitations for representational events. Advises on proper forms and addressing. (Assisted by Protocol)
- Prepares written materials and enhances their content using typefaces, spreadsheets, layouts, and graphics suitable for the audience. Edits and proofreads documents for accuracy, formatting, clearances, style, and compliance with regulations. Drafts routine correspondence on instruction from supervisor. Proofs correspondence and reports to be sent for clearance. Reviews and approves e-Country Clearances (eCCs).
- Sorts, safeguards, and prioritizes incoming mail and telegraphic traffic; alerts responsible parties to priority action items and tracks follow up. Serves as custodian and properly safeguards files and classified material. Ensures that action/information documents flow smoothly between different parts of the section.
- Prepare Travel Authorizations and vouchers (domestic and international) using current travel software (E2 Solutions).
- Assists control officers with preparations for official visits. Drafts visit schedules and serves as liaison to major hotels to facilitate visit planning. Makes hotel and transportation reservations.
- Orders office supplies for the E/P section and maintains all office equipment in working order.
- Serves as a link between the E/P section and other sections within the consulate.
- Screens callers and escorts visitors and local staff with appointments within the Classified Access Area (CAA).
- Escorts workmen into the E/P area to perform minor repairs or deliver supplies, equipment, or furniture cleared by the RSO for entry into the CAA.
- Assists with July 4th planning and fundraising efforts
- Coordinates E/P gratuities with E/P Chief and Protocol.

### **Qualifications Required**

Items 1-5 are all required.

### **Notes:**

- 1) Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so will result in disqualification of your application.
- 2) Applicants are required to submit their applications or resumes in English and Portuguese if a position is advertised with an English and Portuguese Language Level of 3/3 or higher.

**1) Education:**

Secondary school is required.

**2) Experience:**

Secretarial and/or administrative experience is required.

**3) Language (These may be tested):**

Level III (Good working knowledge) English in both speaking/reading is required. Level II (Basic) Portuguese in both speaking/reading is required.

**4) Knowledge (This may be tested):**

Knowledge of a range of common office management procedures sufficient, e.g., to file material and obtain requested data from files.

**5) Skills and Abilities (These may be tested):**

Basic knowledge of computers and Microsoft Office suite (Word, Excel, PowerPoint, Outlook, and Internet). Knowledge of grammar, spelling, punctuation, and required formats sufficient to recognize and correct errors in correspondence, reports, and telegrams. Ability to gather information and draft correspondence to supervisor's stated requirements. **Ability to obtain a Top Secret clearance.**

## **Selection Process**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Qualified USEFM applicants who are also U.S. Veterans will receive the highest preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **Additional Selection Criteria (see Appendix A for definitions)**

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.
4. Currently employed US Citizen EFMs who hold an 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 or their application will not be considered:

1. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM / MOH status, their present nationality, and name and employing section/ agency or their sponsoring family member.
2. Application for U.S. Federal Employment DS-174 (available from the Mission website); **or**
3. A current resume or curriculum vitae that provides the same information found on the DS-174 (see Appendix B 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 U.S. 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](mailto:recrutamentosaopaulo@state.gov) with vacancy title **Secretary**.

## **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 - HR

Cleared: S. Carl Yoder – Econ/Pol Chief

Approved: E. Gohoure –A/MGT

## **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 DS-174.

**Failure to do so will result in disqualification of your 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