

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No.: 028-13

OPEN TO: Appointment Eligible Family Members

POSITION: Professional Adjudication Specialist (PAS)

GRADE: FP-6, FP-5 or FP-4 To be Determined by CA/EX
(depending upon educational qualifications)

OPENING DATE: October 24, 2013

CLOSING DATE: November 7, 2013

WORD SCHEDULE: 40 hours/week

BASIC FUNCTION OF THE POSITION:

The incumbent serves as a Professional Adjudication Specialist, providing visa services (and/or passport and U.S. citizen services, dependent on post need) under the supervision of the consular section chief or sub-unit chief. The incumbent conducts interviews with visa and/or passport applicants and makes appropriate decisions with regard to eligibility. Other responsibilities may be required as needed, including pre- and or post-interview processing, biometric collection, and services to assist U.S. citizens in need.

QUALIFICATONS REQUIRED

All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item:

1. Completion of high school and attendance at an accredited college or university for at least one semester, earning at least 11 credit hours as part of a degree program is required.

2. Successful completion of the 31-day Basic Consular Course at FSI (PC 530) within the past five years; OR employment in a position with consular adjudication authority for twelve months within the past five years; OR currently employed in the consular section and willing and able to attend the PC 530 course prior to assuming the PAS position, otherwise qualified for the PAS position, and able to serve at least twelve months in the PAS position after successful completion of PC530.

3. English Language Requirement: Level IV Speaking/Reading/Writing English is required for appointment to the position. Applicants will be required to demonstrate written language proficiency by completing a writing sample, proctored by an official US direct hire. A passing score on the Expanded Professional Associate Program writing assessment OR placement on the Foreign Service generalists register will also be accepted.

4. Possession of at least a secret level clearance is required in order to be appointed to the position. However, application for a PAS position can be considered in advance of receipt of the security clearance. An interim clearance is sufficient while the clearance application is being considered.

GRADE

The successful applicant's hiring grade will be determined by their highest educational qualifications, as follows:

- FP-06: Bachelor's degree or lower
- FP-05: Master's degree or Juris Doctor
- FP-04: Doctorate degree

ADDITIONAL SELECTION CRITERIA

1. Currently employed Appointment Eligible Family Members hired under a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

2. Post HR conducts the initial eligibility and qualifications review of applications. HR forwards only the applications meeting the qualifications listed above to the Bureau of Consular Affairs Executive Office for consideration.

3. Management also considers nepotism/conflict of interest in determining a successful candidacy.

4. CA/EX reviews all qualified applications, including writing sample submissions, and when feasible, incorporates comments from applicant interviews with post consular section chief and/or CA/EX staff. CA/EX makes the final hiring decision and relays the decision to post HRO. Post HR requests the FMA appointment to the regional bureau's Family Member Employment Coordinator.

TO APPLY

Interested applicants for this position must submit the following to the post HRO or the application will not be considered:

1. Application for US Federal Employment (DS-0174)
2. Candidates who claim US veteran's preference must provide a copy of their form DD-214 with their application.
3. Evidence of PC-530 completion or requisite employment as a designated consular associate.
4. Any other documentation (FSI language testing scores, certificates, awards, copies of degrees earned) that addresses the qualifications listed above.

SUBMIT APPLICATION TO:

The Human Resources Section
(Application for Professional Adjudication Specialist)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 515-075
HRFreetown@state.gov

CLOSING DATE FOR THIS POSITION: NOVEMBER 7, 2013

The US Mission in Freetown 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.