

American Embassy Madrid

# VACANCY ANNOUNCEMENT

No. 2-14

CONSULAR AGENT – SEVILLE

January 30, 2014

**OPEN TO:** U.S. citizens with Spanish residence & work permit  
**POSITION:** FZ-80 (FZ grade to be confirmed by Washington)  
**OPENING DATE:** January 30, 2014  
**CLOSING DATE:** February 13, 2014  
**WORK HOURS:** Part-time (25-30 hours per week)

**Please note that this position is contingent on the availability of funds**

**IMPORTANT NOTE:** ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S Embassy in Madrid is seeking an individual for the position of **CONSULAR AGENT** for our **CONSULAR AGENCY** in **SEVILLE**.

*Consular Agents are hired directly by the Department of State and paid in U.S. dollars. They are registered under U.S. Social Security not Spanish Social Security and, therefore, subject to FICA tax deductions*

## **BASIC FUNCTION OF POSITION**

The position assists American Citizens in Seville and the Andalusia region with notary services, passports and report of birth applications and transfers documentation to the U.S. Consulate in Madrid for review and completion. The incumbent also manages the daily activities of the Agency and complies with all applicable US Government regulations on financial oversight of consular fee collections. The incumbent also performs periodic prison visits to incarcerated U.S. citizens and provides a range of emergency assistance to U.S. citizens under the direction of the supervisory consular post-US Embassy Madrid. Core daily hours in an office setting every week are mandatory, with some irregular hours outside of the office needed for occasional emergency and special consular services provision.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Education: University Degree.
2. Prior Work Experience: Deep understanding of Seville and Andalusia region.
3. Language Proficiency: English and Spanish level 4 (fluent) speaking/reading. This will be tested.

4. Other Knowledges and Skills: Microsoft Office Suite familiarity and basic word processing skills are required.
5. Strong interpersonal skills and client/customer-oriented disposition are required.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in their application.

## **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. Currently employed US Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.

**VERY IMPORTANT NOTE: All candidates must indicate in the presentation letter and/or application DS-174 that they meet the qualifications stated above. Those applications that do not clearly show that all the requirements are met will be discarded.**

## **TO APPLY**

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

1. Application for U.S. Federal Employment (DS-174).
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above)
4. **US Citizens and, where applicable, others residing in Spain must submit, with each application, a photocopy of their work/residency permit.**

## **SUBMIT APPLICATION TO**

Human Resources Office  
Serrano, 75  
28006 Madrid  
Telephone: 91-587 2226  
FAX: 91-587 2229  
e-mail: Madrid\_HR\_Applications@state.gov

Due to the volume of responses, individual acknowledgments regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

## **DEFINITIONS**

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted their main residency focus to the host country and has the required work and/or residency permits for employment in country.

**CLOSING DATE FOR THIS POSITION: February 13, 2014**

The US Mission in Spain 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 continuous 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.