

American Embassy Madrid

VACANCY ANNOUNCEMENT

No. 15-13

CONSULAR AGENT - VALENCIA

June 10, 2013

OPEN TO: U.S. citizens with Spanish residence & work permit
POSITION: FZ-80 (FZ grade to be confirmed by Washington)
OPENING DATE: June 10, 2013
CLOSING DATE: June 24, 2013
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 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 **VALENCIA**

BASIC FUNCTION OF POSITION

The position assists American Citizens in the Valencia Consular Agency district with notary services, passport and report of birth applications and transfers documentation to the U.S. Consulate in Madrid for review and completion. 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 must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: University Degree or equivalent is required.
2. Prior Work Experience: Basic familiarity of the large Valencia Consular Agency District (which includes major cities and tourist destinations in the province, including Valencia, Murcia, Alicante, Altea etc.) is required
3. Language Proficiency: English level 4 (fluent) speaking/reading. Spanish level 3 (good working knowledge) speaking/reading. This will be tested.
4. Other Knowledge and Skills: Strong interpersonal office management, customer service and public diplomacy skills are required.

5. Familiarity with financial reports and spreadsheets for the purpose of accounting oversight and for ensuring compliance with internal controls on fee collections is needed. Additionally, familiarity with the Microsoft Office Suite, particularly with Excel and Word software is required. These will be tested.

SELECTION PROCESS

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the 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 Ordinarily Residents (ORs) 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 applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above)
5. **VERY IMPORTANT: All applicants must submit a photocopy of their work/residency permit with their application.**

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.

DEFINITION

- Ordinarily Resident (OR): US citizen who has shifted the 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: June 24, 2013

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.