

American Embassy Madrid

# VACANCY ANNOUNCEMENT

No. 14-12

ADMINISTRATIVE ASSISTANT

August 3, 2012

**OPEN TO:** All Interested Candidates (as defined below)  
**POSITION:** FSN-8/FP-6 (FP grade to be confirmed by Washington)  
**OPENING DATE:** August 3, 2012  
**CLOSING DATE:** August 17, 2012  
**WORK HOURS:** 40 hours per week

**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 **ADMINISTRATIVE ASSISTANT** in the **Department of Homeland Security (DHS) Office**.

## BASIC FUNCTION OF POSITION

This position coordinates and performs a wide variety of administrative and management services essential to operations of the DHS Container Security Initiative (CSI) and Immigration Advisory Program (IAP) Offices in both Spain and Portugal. These duties include management of information systems and telecommunication systems, budgeting, procurement, human resources, training, logistics, property accountability. The incumbent also provides the following services for CSI and IAP: records management, printing and graphics, mail, and travel coordination. This position also represents the DHS Office in official dealings with vendors and organizations and serves as a liaison between the DHS Officials and their counterparts within Spanish and Portuguese Customs.

## QUALIFICATIONS REQUIRED

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

1. Education: Completion of secondary school.
2. Prior Work Experience: At least two years of experience in an administrative support role involving significant exposure to document processing, file management and some exposure to the rudiments of financial management/office accounting.
3. Language Proficiency: Spanish level 4 (fluent) speaking/reading. English level 4 (fluent) speaking/reading. This will be tested.

4. Other Knowledge and Skills: Basic understanding of standard clerical/administrative routines and an appreciation of the basic principles of good customer service.
5. Other Knowledge and Skills: Ability to prioritize and organize workflow efficiently, combined with marked attention to detail and accuracy in all aspects of administrative processing.
6. Other Knowledge and Skills: Good knowledge of computer skills to include Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

***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.***

## **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.

## **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**

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

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

will be notified regarding the status of their applications.

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
  - Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: An MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. 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.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizens EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: August 17, 2012**

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.