Vacancy Announcement

American Embassy, Ankara

SUBJECT: **Vacancy Announcement** **NUMBER:** **VA-2015/20** **DATE:** **May 04, 2015**

TO: All Employees

FROM: Sarah C. Hall - Counselor for Management Affairs

OPEN TO: All interested candidates

POSITION: Temporary Immigrant Visa Assistant
FSN-8 or appropriate training level

OPENING DATE FOR APPLICATIONS: Opening of business May 04, 2015

CLOSING DATE FOR APPLICATIONS: Close of business May 18, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR) Training Level: TL 46, 498- Full Performance Level: TL 72, 017 p.a. (The salary is gross, deductions are made for the employee share for social security coverage and optional supplemental health benefits and tax is levied on any cash payment made by employer, including bonuses and allowances)

LENGTH OF HIRE: Until September 30, 2015 (with the possibility of up to a three month extension based on the availability of funds)

If the applicants do not meet all the qualification requirements as announced, a trainee level may be established and the starting grade level may be lowered accordingly.

The U.S. Embassy in Ankara is seeking one individual for the Temporary Immigrant Visa (IV) Assistant position in the Consular Section.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION:
The incumbent evaluates and responds to the most complex visa cases including nationals of Turkey, Iran, Syria, Iraq and other regional countries; is responsible for processing the full range of visa applications up to the point of final review by an American Officer; prepares boarding foils, humanitarian parole document; handles complex V-91, V-92 and V-93 asylum cases; maintains immigrant visa files; prints visas and compiles finished visa packets for pick-up by courier; provides oral and written information to the public in English and Turkish regarding immigrant visa issues; independently investigates and performs fraud checks for immigrant visa and diversity visa cases.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (0090) (312) 457-7503.

QUALIFICATIONS REQUIRED
Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

A. Following are the minimum qualifications for the **FSN-8 FULL PERFORMANCE LEVEL**:

1. Education: Minimum two years of college or university studies is required.
2. Work Experience: Minimum THREE YEARS of experience is required in the area of visa work, other related work in the consular field, or similar work involving the application of relatively complex regulatory or legal material, at least one year of which is in a U.S. Immigrant Visa Section.
3. Language: Level IV (Fluent) in Speaking/Reading/Writing English, and Turkish is required. Language proficiency will be tested.
4. Other Criteria and Skills: Good knowledge of MS Office programs; ability to search the internet; spreadsheet ability; ability to learn specific consular-related applications; general office skills; interviewing skills; customer service skills; ability to operate basic office equipment including a computer workstation, copier, digital sender, fax machine and scanner; good drafting skills is required. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

B. Following are the minimum qualifications for the **FSN-7 TRAINEE** LEVEL:

1. Education: Minimum two years of college or university studies is required.
2. Work Experience: Minimum TWO YEARS of experience is required in the area of visa work, other related work in the consular field, or similar work involving the application of relatively complex regulatory or legal material, at least six months of which is in a U.S. Immigrant Visa Section.
3. Language: Level IV (Fluent) in Speaking/Reading/Writing English, and Turkish is required. Language proficiency will be tested.
4. Other Criteria and Skills: Good knowledge of MS Office programs; ability to search the internet; spreadsheet ability; ability to learn specific consular-related applications; general office skills; interviewing skills; customer service skills; ability to operate basic office equipment including a computer workstation, copier, digital sender, fax machine and

scanner; good drafting skills is required. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

C. Following are the minimum qualifications for the **FSN-6 TRAINEE LEVEL:**

1. Education: Minimum two years of college or university studies is required.
2. Work Experience: Minimum ONE YEAR of work experience involving the application of relatively complex regulatory or legal material is required.
3. Language: Level IV (Fluent) in Speaking/Reading/Writing English, and Turkish is required. Language proficiency will be tested.
4. Other Criteria and Skills: Good knowledge of MS Office programs; ability to search the internet; spreadsheet ability; ability to learn specific consular-related applications; general office skills; interviewing skills; customer service skills; ability to operate basic office equipment including a computer workstation, copier, digital sender, fax machine and scanner; good drafting skills is required. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address in their applications all of the above required qualifications.

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. Current Ordinarily Resident (OR) employees with an Overall Summary Rating that is below 100 on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed not-ordinarily resident (NOR) employees 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.
6. Military Service (for male applicants): Completion of compulsory military service is required.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) that can be downloaded from http://turkey.usembassy.gov/job_opportunities.html; or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; 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. copies of elementary school diploma, ID card, military discharge, residence permit, document, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Please note that the Human Resources Office no longer accepts applications delivered to the U.S. Embassy in person. All applications must be submitted via e-mail, fax or, mail. If the application is sent via e-mail, applicants should receive a confirmation e-mail which states that the application is received by the Human Resources Office. Applicants should contact Recruitment Assistant (see the contact information below), if they do not receive an auto reply confirming receipt of their application.

E-MAIL, FAX OR MAIL APPLICATION TO:
Human Resources Office
Attention: Recruitment Assistant
American Embassy, Ankara, Turkey
Telephone: (0090) (312) 457-7503
Fax: (0090) (312) 457-7322
E-mail: hrankara@state.gov

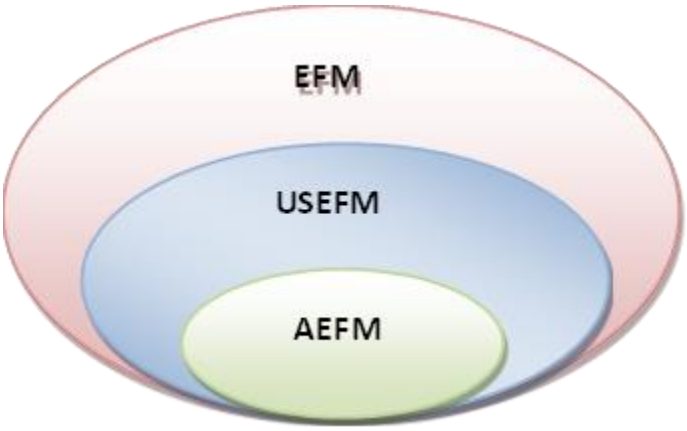
Please note: Short listing and interviews are normally completed within six weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.

CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS ON MAY 18, 2015

The U.S. Mission in Turkey 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.

Appendix A
DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
   • U.S. 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:
     - 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
     - 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 Service, Civil Service, 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 U.S. Citizen.

5. **Not Ordinarily Resident (NOR):** An individual who:
   - Is not a citizen of the host country; and,
   - Does not ordinarily reside in the host country; and,
   - Is not subject to host country employment and tax laws; and,
   - Has a U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. 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 UAE.

Failure to do so will result in an incomplete 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. Current Address, Day, Evening, and Cell phone numbers
G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
H. U.S. Social Security Number and/or Identification Number
I. Eligibility to work in the country (Yes or No)
J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
L. Days available to work

M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
N. U.S. Eligible Family Member and Veterans Hiring Preference
O. Education
P. License, Skills, Training, Membership, & Recognition
Q. Language Skills
R. Work Experience
S. References