VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
CARACAS

ANNOUNCEMENT NUMBER: 15-054 (Re-ad)

OPEN TO:	All interested candidates
POSITION:	Non-Immigrant Visa Supervisor FSN-10/FP-5
OPENING DATE:	September 2, 2015
CLOSING DATE:	September 16, 2015
WORK HOURS:	Full-time – 40 hours per week

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

The U.S. Embassy in Caracas is seeking an individual for the position of Non-Immigrant Visa Supervisor in the Consular Section.

BASIC FUNCTION OF POSITION

Responsible for the management/supervision of three visa sub-unit supervisors who supervise 24 local employee staff. Designs work programs for local employee staff, makes daily adjustments in visa-processing activities, and keeps communication flowing in the unit. Is expected to perform specialized projects required by the Consul General, Deputy Consul General/Visa Chief, or Deputy Visa Chief. Handles the most sensitive and complex visa cases. Has comprehensive knowledge of every area of non-immigrant visa processing and provides guidance to U.S. officers and local employee staff.

A complete copy of the job description and responsibilities is available in the Human Resources office.

QUALIFICATIONS REQUIRED

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

1. Education: Bachelor's degree in Business, Sciences, Humanities or related fields is required.

   - Substitution of consular experience for education: Up to two (2) years of consular experience may be substituted for up to two (2) years of education *(If substituting experience for education, please indicate this clearly in your application materials).*

2. Experience: Minimum four (4) years of consular work experience or progressively responsible experience involving complex regulatory or legal material is required. Minimum two (2) years of working experience with the public, and at least one (1) year of supervisory experience is required.

3. Language: Level IV (Fluent) Speaking/Reading/Writing in English is required. Level IV (Fluent) Speaking/Reading/Writing in Spanish is required

4. Skills and abilities: Highly developed customer service and leadership skills. Employs a high level of communication skills, orally and in writing. Must have ability to make public presentations and devise training classes for subordinates. Must have analytical skills and have ability to work in high-pressure environment that requires strict accountability of resources. Must be able to plan, organize and direct the work of subordinates. Must demonstrate tact and good judgment. Moderate Word processing and computer skills are mandatory.

SELECTION PROCESS

Fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 for all new applicants that are local nationals/citizens or those having the necessary work permits for in country employment.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed USEFMs 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 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. Form DS –174 (Application for Local National/Citizens and Family Members). Format is available in:

   English Version: http://www.state.gov/documents/organization/136408.pdf

   Spanish Version: http://photos.state.gov/libraries/elsavador/92891/PDF/ds-174%20-%20UAE%20-%20SPANISH.pdf

2. 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.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

- HRcaracas@state.gov or

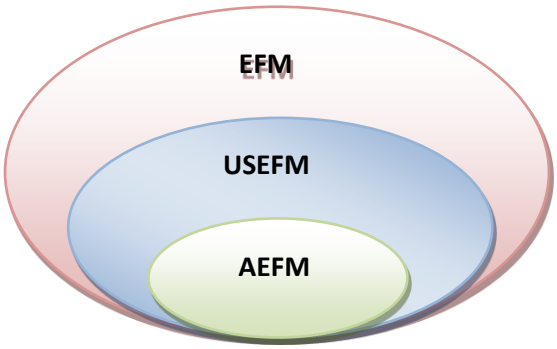
- HR Office, 3rd floor Embassy of the United States of America, calle F con calle Suapure, Colinas de Valle Arriba, Edif. Embajada de los Estados Unidos. Caracas 1080, Venezuela. The application must come in a sealed envelope properly identified with name, position, and date.

CLOSING DATE FOR THIS POSITION: September 16, 2015

The U.S. Mission in Caracas 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.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. - citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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:

    1. 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
    2. 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, Civil, 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.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) 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.

5. **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).