# MANAGEMENT NOTICE

## Vacancy Announcement

### American Consulate General, Guayaquil

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| **Number:** | 2006-HR-024 | **To:** | ALL EMPLOYEES / ALL AGENCIES |
| **Date:** | October 5, 2006 | **From:** | Lisa L. Meyer - Management Officer |
| **Subject:** | **SPECIAL CONSULAR SERVICE ASSISTANT (ACS) full performance** | | |

**OPEN TO:** All Interested Candidates

**POSITION:** Special Consular Services Assistant, FSN-9*/ FP-5*

**OPENING DATE:** October 5, 2006

**CLOSING DATE:** October 18, 2006

**WORK HOURS:** Full time; 40 hours per week

**SALARY:** *Not-Ordinarily Resident: US$39,448 p.a. (Starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

Ordinarily Resident: US$29,201, p.a. (starting salary)
(Position Grade: FSN-9)

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

The U.S. Consulate General in Guayaquil-Ecuador is seeking an individual for the position of Special Consular Services Assistant in the American Citizens Services Section of the Consular Section.

**BASIC FUNCTION OF POSITION**

Performs a variety of complicated duties pertaining to the full range of American citizen services: arrests, welfare and whereabouts, federal benefits, deaths and estates, judicial assistance and notarials. When workload requires or in the absence of the Passport Assistant, provides full range of Passport and Citizenship services.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (593-4) 2323570 ext 210.

## QUALIFICATIONS REQUIRED

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

**a) Education:** Completion of secondary school and two years of university study required.
**b) Experience:** Four years of progressively responsible consular or related public service oriented work involving application of complex regulatory material and extensive public contact. Two years of experience with the ACS section is required.
**c) Language Proficiency:** Level IV (fluent) English and Level IV (fluent) Spanish are required
**d) Job Knowledge:** A thorough knowledge of U.S. regulations and laws concerning the provision of American Citizen Services abroad, of the Vienna Convention on Consular Access and of the INA, and the Ecuadorian legal system as it affects American citizens is required.
**e) Skills and Abilities:** A high degree of judgment, initiative and creativity is required to resolve difficult situations involving American citizens.
**f) Interpersonal Skills:** Superior interpersonal skills are necessary to deal effectively with individuals under stress.

## 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 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 US Citizen EFMs who hold a 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:

a) Application for U.S. Federal Employment (OF-612); or
b) A current resume or curriculum vitae that provides the same information as an
c) OF-612; plus
d) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
e) Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
f) A cover letter discussing how the applicant meets all qualifications required listed above.

**SUBMIT APPLICATION TO**

1) Per email (preferred method)
   GYQrecruitment@state.gov
2) Per hand delivery
   U.S. Consulate General Guayaquil
   9 de Octubre y Antepara
   Guayaquil
3) Per mail (please note this method often results in applications arriving too late too be considered)Human Resources Office
   Attention: HR Officer
   American Consulate General
   Casilla X
   Guayaquil-Ecuador

**POINT OF CONTACT**

Human Resources Office
Phone: (593-4) 2323570 ext. 210
Fax: (593-4) 2325286
GYQrecruitment@state.gov

**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 of the following criteria:
   - US 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 US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
   - Is resident at the sponsoring employee's or uniform 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 US Civil, Foreign, or uniform 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 or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A 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 uniform 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 the 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 Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under the American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

***CLOSING DATE FOR THIS POSITION: OCTOBER 18, 2006***

The US Mission in Ecuador 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.

CONS: JJohnson
HR: LMeyer/ANegrete
FMO: RWatson/MTorres