

Position Vacancy



U.S. Embassy, Mexico

Announcement

VACANCY ANNOUNCEMENT NUMBER: 16-22

OPEN TO: All Interested Candidates / All Sources

POSITION: A54-209 Human Resources Assistant

OPENING DATE: March 15, 2016

CLOSING DATE: March 29, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): \$271,821.12 pesos per year FSN-8
Ordinarily Resident (OR): \$221,877.50 pesos per year FSN-7 Developmental level

Not-Ordinarily Resident (NOR): FP-6*
Not-Ordinarily Resident (NOR): FP-7*

*Final grade/step for NORs will be determined by Washington.

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

The U.S. Mission in Mexico City is seeking eligible and qualified applicants for the position of Human Resources Assistant

BASIC FUNCTION OF POSITION

At a large post under the supervision of the HR Specialist the jobholder provides recruitment services in Human Resources Office (HR) including advertising positions, screening applications, administers language test, provides qualified applications to supervisor and arranges applicant interviews; processes the documentation for new hires, submits ARIBA requests for medical pre-employment examination, represents HR at applicant interviews. The jobholder performs a wide range of duties and advisory services to provide guidance utilizing an in depth knowledge when necessary to Embassy employees and all consulates following the Recruitment Policy established by the Office of Overseas Employment (HR/OE)

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** University Degree on Business, Management, Psychology, Communications, Human Resources.
2. **EXPERIENCE:** Three years of experience in Human Resources, Business Administration or International Business is required.
3. **LANGUAGE:** Level 4 (Fluent) Speaking/Reading/Writing of English is required. Level 4 (Fluent) Speaking/Reading/Writing of Spanish is required.
4. **SKILLS AND ABILITIES:** Ability to draft documents in English and Spanish and provide translation of documents in both languages. Must possess good computer skills. (This will be tested)

OR

1. **EDUCATION:** Two years of university studies.
2. **EXPERIENCE:** Five years of experience in Human Resources, Business Administration or International Business is required.
3. **LANGUAGE:** Level 4 (Fluent) Speaking/Reading/Writing of English is required. Level 4 (Fluent) Speaking/Reading/Writing of Spanish is required.
4. **SKILLS AND ABILITIES:** Ability to draft documents in English and Spanish and provide translation of documents in both languages. Must possess good computer skills. (This will be tested)

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained at

<http://photos.state.gov/libraries/mexico/718583/roquebx/A54209.pdf>

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.
4. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.
6. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

- Universal Application for Employment (UAE) form.
<http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf> plus
- Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
- For Non-Native Spanish speakers: For Spanish test, applicants should contact Carmen Caballero at extensions 4336 on M-W-F from 4:30 to 5:30. Non-EFMs will be responsible for test fee.
- Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility).
- TOEIC Review Quality, Ahumada Villalón No.36 Ofic.105 Esq. Juan O´donojú, Col. Lomas Virreyes, Delega. Miguel Hidalgo 11000 Mexico, D.F., tel. 5540-3555/5540 3959/5540-0334/5540-7242. (Valid for two (2) years) **or**
- TOEFL (iBT/ITP/PBT). Information: <http://www.iielatinamerica.org/cgi-bin/contenido.pl?p=centrositp> or <http://www.usembassy-mexico.gov/bbf/bftoefl.htm> (Valid for two (2) years)
- The scores for Level IV English (Fluent) are : (TOEFL iBT 106+ or TOEFL ITP/PBT 620+ or TOEIC PBT850+)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office at e-mail: MexicoCityHRHD@state.gov (Please refer to position number in subject line of e-mail.) i.e. **A54-209 Human Resources Assistant. Please note that hard copies are not accepted.**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and

- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- 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.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.