

Position Vacancy



U.S. Embassy, Mexico

Announcement

VACANCY ANNOUNCEMENT NUMBER: **16-28**

OPEN TO: All Interested Candidates / All Sources

POSITION: A52-619 Electronic Technician

OPENING DATE: April 1st 2016

CLOSING DATE: April 15th ,2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): \$158,629.23 pesos per year FSN-5
Ordinarily Resident (OR): \$139,599.87 pesos per year FSN-4
(Developmental grade)

Not-Ordinarily Resident (NOR): FP-9*
Not-Ordinarily Resident (NOR): FP-AA*
*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 Electronic Technician.

BASIC FUNCTION OF POSITION

Assist in the hands on maintenance and repair of electronic equipment, including but not limited to fire alarm systems, emergency lamps, and paper shredders. The incumbent will be under the supervision of the senior Electronics Technician, the Electrical Foreman, the Electrical Engineer, and the Non-Residential Operations Manager.

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: Completion of High School is required. Must have completed two years of Technical training as an Electronic technician.

2. EXPERIENCE: A minimum of one year experience in electronic equipment repair and installation.

3. LANGUAGE: Level 2 (Limited) Speaking/Reading/Writing of English is required. Level 3 (Good working knowledge) Speaking/Reading/Writing of Spanish is required. (This will be tested.)

4. SKILLS AND ABILITIES: Valid driver's license.

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/A52619.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.
- For English test please contact Leticia Guerrero at 5080-2000 Ext. 4024

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. **A52-619 Electronic Technician. 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.

TRADUCCION DE CORTESIA

NUMERO DE VACANTE: **16-28**

DIRIGIDO A: Todos los candidatos interesados

NOMBRE DE LA POSICIÓN: **A52-619 Técnico Electrónico**

FECHA DE APERTURA:

FECHA DE VENCIMIENTO:

HORAS DE TRABAJO: Tiempo completo: 40 horas / semana

SALARIO: Residente Ordinario: \$158,629.23 pesos al año Grado FSN-5
Residente Ordinario: \$139,599.87 pesos al año (Grado de Desarrollo FSN-4)

Salario Residente No Ordinario: Salario inicial y grado de la posición FP-9 (Por Ser confirmado por Washington)
Salario Residente No Ordinario: Salario inicial y grado de la posición FP-AA (Por Ser confirmado por Washington)

TODOS LOS SOLICITANTES RESIDENTES DEBEN DE OBTENER EL PERMISO DE TRABAJO OBLIGATORIO Y / O DEBEN TENER EL PERMISO DE RESIDENCIA CORRESPONDIENTE PARA PODER SER ELEGIBLES.

La Embajada de EE.UU. en la Ciudad de México busca una persona para el cargo de Técnico Electrónico.

FUNCIONES BÁSICAS DE LA POSICIÓN

Ayuda en el mantenimiento y reparación de equipo electrónico, incluyendo pero no limitado a sistemas de alarma de incendio, lámparas de emergencia y destructoras de papel. Trabaja bajo la supervisión del técnico superior de electrónica, el técnico eléctrico, el ingeniero eléctrico y el Gerente de operaciones no-residencial.

REQUISITOS

Nota: Todos los solicitantes **deben llenar** los requisitos detallados a continuación con información específica y amplia.

1. EDUCACION: Preparatoria terminada. Dos (2) años de entrenamiento como técnico electrónico.
2. EXPERIENCIA: Mínimo un año de experiencia en reparación de equipo electrónico e instalación.

3. IDIOMA: Nivel 2 (limitado) hablar/lectura/escritura de inglés.
Nivel 3 hablar/lectura/escritura (Buen conocimiento) de español.
4. HABILIDADES Y DESTREZAS: Licencia de conducir vigente.

PARA MAYOR INFORMACION: Una copia de la Descripción de puesto puede ser consultada en el siguiente link: <http://photos.state.gov/libraries/mexico/718583/roquebx/A52619.pdf>

PROCESO DE SELECCIÓN: Cuando un Miembro de Familia Elegible o un Veterano americano calificado apliquen a la posición se les dará preferencia de contratación. Sin embargo, es esencial que el candidato cubra con todos los requisitos en su solicitud.

ORDEN DE PREFERENCIA DE LA CONTRATACIÓN:

- (1) USEFM que es también un veterano de los Estados Unidos elegibles de preferencia
- (2) USEFM OR un veterano de los Estados Unidos elegibles de preferencia
- (3) FS en LWOP

CRITERIOS ADICIONALES DE SELECCIÓN:

1. La Administración podrá considerar casos de nepotismo, conflicto de intereses, presupuesto y estatus de residencia en determinar el mejor candidato.
2. El personal empleado localmente (LE) que tiene menos de un año trabajando en su actual puesto, no son elegibles para aplicar.
3. Los empleados locales (LE) que tienen menos de un año trabajando en un puesto no son elegibles para aplicar.
4. Empleados NOR contratados bajo una Cita de Miembros de Familia (FMA) o un acuerdo de Servicio Personal (PSA) no son elegibles para aplicar dentro de los primeros 90 días calendario de su empleo, a menos que tengan un horario de trabajo cuando en realidad empleado (WAE).
5. El candidato debe ser capaz de obtener y mantener un certificado de seguridad.
6. Los candidatos EFMs, USEFMs, AEFMs, o MOHs deben tener al menos un año restante en el tour de su patrocinador para ser considerado elegible para aplicar para esta posición.

PARA APLICAR: Los candidatos interesados en esta vacante deberán presentar lo siguiente o su solicitud no será considerada:

- Solicitud de Empleo Federal (DS-174) Universal Application for Employment (UAE)
<http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf> mas
- Otra documentación (por ejemplo, copias de Diploma de escuela secundaria, preparatoria, título universitario, transcripciones, certificados, premios, ensayos) en donde se refiere a los requerimientos del puesto que se enumeran en la página 1.
- Español – lengua No-Nativa. Para el examen de español, los solicitantes deben comunicarse con Carmen Caballero en las extensiones 4336 los días LMV de 4:30-5:30.

-Para examen de inglés por favor comunicarse con Leticia Guerrero al teléfono 5080-2000 Ext. 4024

ENVÍE SU DOCUMENTACIÓN COMPLETA A: La Oficina de Recursos Humanos.

Correo: mexicocityhrhd@state.gov con el asunto: **A52-619 Técnico Electrónico. Tenga en cuenta que no se aceptan documentos impresos.**