

Position Vacancy Announcement



U.S. Consulate General Merida

NO: 16/04

OPEN TO: **All Interested U.S. Citizen Candidates**

POSITION: 98-899000 Cancun Consular Agent position FZ-95%

OPENING DATE: March 16, 2016

CLOSING DATE: Open Until Filled

WORKING HOURS: Intermittent working schedule - **38 hours/week**

SALARY **Starting salary and position grade to be confirmed by Washington**

All ordinarily resident (OR) applicants (See Appendix for definition) must have the required work and/or residency permits to be eligible for consideration.

The U.S. Consulate General in Merida is seeking eligible and qualified applicants for the Consular Agent position in Cancun, Q.R.

BASIC FUNCTION OF POSITION:

The Consular Agent is responsible for providing the following:

1. Emergency services to U.S. citizens that include reporting arrests, notifying the Consulate of deaths and assisting the next-of-kin with funeral arrangements and safeguarding of personal effects, visiting and assisting injured or hospitalized persons, relaying emergency messages from family members, attempting to locate missing individuals, and assisting destitute persons.
2. Routine services including acceptance of passport and notarial.
3. Visit and report to the Consulate on the welfare and whereabouts of children who are subjects of international child custody disputes.
4. Develop a network of contacts among local officials and community members.
5. Serve as sub-cashier for the collection of consular fees.
6. Administer the daily activities of the Consular Agency, including maintenance of facilities, internet and phone service, files, and records.
7. In exceptional circumstances, provide backup assistance to the Consular Agency in Playa del Carmen or the Consular Agent on Cozumel as directed by the Merida Consular Chief or Principal Officer.

QUALIFICATIONS

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

- 1) 5 year resident in Cancun with authorization to work in Mexico.
- 2) At least two years of post-secondary study (college, university, vocational school, or in the U.S. Armed Forces).
- 3) At least two years' experience in managing an office and staff and customer service or two years experience in U.S. government service is required.
- 4) Be willing to work on an irregular schedule (i.e. after office hours and on weekends).
- 5) Level IV (advanced professional proficiency) spoken and written English.
- 6) Level III (general professional proficiency) spoken and written Spanish.
- 7) Skilled in using computer programs including Microsoft Word, email, and the internet.
- 8) Applicants must have or be able to obtain a valid Mexican driver's license and be available to travel within the Cancun regional area and to the U.S. Consulate in Merida.

SELECTION CRITERIA AND CONDITIONS OF EMPLOYMENT

The selected candidate must be a U.S. citizen, with 5 years already residing in Cancun, Quintana Roo, Mexico and authorization to work in Mexico (FM-3 or equivalent status). The selected candidate must live full-time in Cancun where time away from city of assignment is the exception rather than the norm. The selected candidate must demonstrate fluency in the Spanish and English languages.

Although the Consular Agent may be informally accorded "Honorary Consul" status by the Government of Mexico, the Consular Agent is not a diplomatic or consular officer of the United States. Accordingly, the Consular Agent is not entitled to the full privileges and immunities that the diplomatic or consular officers enjoy under international law.

During the first year of employment, the Consular Agent is initially appointed as an "Acting Consular Agent" pending completion of suitability and background check (3 FAM 8912.4) required for a Public Trust Certification security clearance. Required forms and procedures will be provided prior to entry on duty. After the first year of employment, limited appointments of up to three years at a time, with no limit on the number of extensions, may be requested by the supervising post and approved by the Department of State.

SUPERVISION

The Consular Agent is under the direct supervision of the U.S. Consulate in Merida, Mexico, reporting to the Consular Section Chief. The incumbent receives an annual performance evaluation rated by the Consular Section Chief and reviewed by the Principal Officer. Training, supplies, and logistical support will be provided by the U.S. Department of State and the U.S. Consulate in Merida.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees 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. 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.
4. The candidate must be able to obtain and hold a public trust.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs 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. Failure to do so may result in a determination that the applicant is not qualified:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources.
2. Any additional documentation that supports or addresses the qualifications listed above (e.g. transcripts, degrees, etc.)
3. No Native Spanish speakers - The following institution provides the Spanish test: Berlitz (<http://www.berlitzcancun.com>). (Valid for two (2) years).
4. No Native English speakers- **TOEIC or TOEFL** English test score is required (Valid for two (2) years). (<http://www.berlitzcancun.com>).
-The scores for Level IV (Fluent) are: (TOEFL iBT 105+ or TOEFL ITP/PBT 620+ or TOEIC PBT 850+).
-Applicants who have completed a University degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.
5. AEFM/USEFM who is a preference-eligible US Veteran who claims U.S. Veteran's preference must provide a copy of their form DD-214 with their application.

Note: Any costs for travel and test fees are the applicant's responsibility.

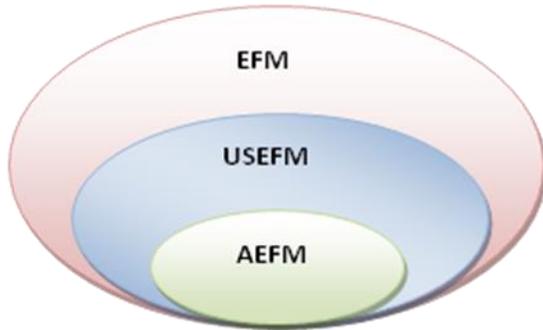
SUBMIT APPLICATION TO:

MeridaHR@state.gov (Please include position **98-899000 Cancun Consular Agent position FZ-95%** in subject line of e-mail.)
Please note that hard copies are not accepted.

Please check the U.S. Consulate General Merida website (<http://merida.usconsulate.gov>) or U.S. Embassy web site (www.usembassy-mexico.gov) for future vacancy announcements.

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



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 EFM for employment purposes is 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; **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.

2. **U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes 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

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- 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.

3. **Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes 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.

4. Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

5. 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.

6. 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.