



Position Vacancy Announcement

American Consulate General Nuevo Laredo

NO: 16/02

OPEN TO: **ALL INTERESTED CANDIDATES/ ALL SOURCES**

The "Open To" category listed above refers to candidates who are eligible to apply for this position. The "Open To" category should not be confused with a "hiring preference" which is explained later in this vacancy announcement.

POSITION: **A50-550 Computer Management Supervisor FSN 9 FP 5***

OPENING DATE: **May 12, 2016**

CLOSING DATE: **May 25, 2016.**

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: Starting Salary and Position Grade FP-5* to be confirmed by Washington.

*Ordinarily Resident: \$ 363,521.32 pesos per year (starting FSN- 9 salary -)

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. Consulate General in Nuevo Laredo is seeking an individual for the position of Computer Management Supervisor in the Information Management Office (IMO).

BASIC FUNCTION OF POSITION

The employee exercises responsibility for the direction of post telecommunications, mail/diplomatic pouch, computer and network systems operations, and for providing optimal use of new and existing information technology (IT) resources through a local area network (LAN). The employee directly supervises three subordinates and coordinates and prioritizes work flow to ensure that tasks are completed in a timely and efficient manner. The position requires a high degree of technical ability and requires frequent tactful interpersonal contact throughout various organizational levels.

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: At least four years of university studies in Computer Science, Information Systems Management or a similar field required.
2. EXPERIENCE: At least six years (6) of progressively responsible experience in computer operations, computer maintenance, programming, website development, systems analysis and systems support that demonstrates a broad understanding of Information Management Technology is required.
3. LANGUAGE: Level IV (Fluent) English and Spanish in speaking, reading and writing, is required. . Individual must understand and interpret advanced technical manuals; engineering specifications; as well as directives, instructions, and guidance from the U.S. Department of State.

4. SKILLS AND ABILITIES: Ability to work under pressure. Skills using tact and good judgment in order to present findings, assert recommendations, and make effective decisions relative to network and computer systems operations. Ability to manage and supervise experienced and knowledgeable IT and support staff in resolving priority issues, system limitations, and downtime. Demonstrate ability to *closely* adhere to established procedures, Must have strong interpersonal and technical skills while working with support personnel, Must have strong initiative to face, solve, and recommended on challenges concerning the field, Must be able to work with others as a lead or team member. Must be able to lift and carry a minimum of 45 pounds.

5. JOB KNOWLEDGE: Expert knowledge of computer systems and network operations required. Hardware and software integration technology; post/mission/agency policies; security procedures; standards and objectives of management practices essential. Ample understanding of IT Technologies which would be essential for daily operations at the U.S. Consulate General Nuevo Laredo.

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 any of 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 the following: **(local security certification, and medical certification)**
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:

- Application for U.S. Federal Employment (DS-0174) <http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf>
- Copy of typing test score (test may be taken at www.typingtest.com)
- A current resume or curriculum vitae that provides the same information as an DS-0174
- Copy of University Degree and/or other documentation that addresses the qualification requirements of the position;
- Copy of Valid Driver's License.
- Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility).
- **NOTE: Scores are Valid for only two (2) years since the date of testing.**
<http://secure.vec.bc.ca/vec/online-test.cfm> - VEC online English Grammar Test
- **TOEFL**, Harmon Hall, Av. Reforma 5601 Local E-1, Fracc. Centro Comercial Reforma, Phone (867) 717-20-40
- TOEFL information: <http://www.iielatinamerica.org/cgi-bin/contenido.pl?p=centrositp>

- TOEIC information: www.toeic-mex.com - info@toeic-mex.com
- 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.

WHERE TO APPLY:

Human Resources Office at e-mail: amconnuevolaredo_hr@ststae.gov (Please refer to position number in subject line of e-mail.) 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 (DEFINITIONS)

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.

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**
- 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 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.

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.

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.

Drafter: JLGonzalez /EPuente

Cleared: WHarrison / JAlejandro