

Vacancy Announcement

U.S. Consulate General Ciudad Juarez, Mexico

No: **16/09**

Open to: **ALL INTERESTED CANDIDATES**

Positions: **A31-117, A31-237 Visa Assistant FSN-7**

Opening Date: **July 07, 2016**

Closing Date: **July 20, 2016**

Work Hours: **Full-time; 40 hours/week**

Salary: **Ordinarily Resident: 221,877.50 Mexican pesos per year (FSN-7 starting salary)**

*Not-Ordinarily Resident: Starting salary and position grade FP-7 to be confirmed by Washington.

*Eligible Family Members and Members of Household must have at least one year remaining in their tour of duty to apply for this job.

The U.S. Consulate General in Ciudad Juarez seeks one individual for the position of Visa Assistant.

Basic Function of the Position

The incumbent is a Visa Assistant and performs a wide range of tasks related to immigrant and nonimmigrant visa processing. Visa Assistants typically perform data-entry, document review, some correspondence with the public, and other general office work. They are fully trained in the work of both the Immigrant and Nonimmigrant Visa Units, and work in both as required. Visa Assistants must be detailed oriented, responsible, and able to adapt to changing work requirements. They must be able to work independently or as part of a team.

Required Qualifications

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

- Completion of high school is required.
- One year customer service and administrative experience are required.
- Level IV (fluent) English and Spanish are required.
- Level II typing (40 wpm) is required.
- Must possess tact and judgment in dealing with the public.
- Must possess the ability to work under pressure.
- Must be able to use Microsoft Office Software.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting Laura Rivera in the Human Resources Office at 656-227-3025.

See Appendix A below for definitions used in this announcement.

All Ordinarily Resident applicants must have the required Mexican work and/or residency permits to be eligible for consideration.

SELECTION PROCESS: When deemed qualified, applicants who are U.S. Citizen Eligible Family Members 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. U.S. Citizen Eligible Family Member who is **also** a preference-eligible U.S. veteran
2. U.S. Citizen Eligible Family Member **or** a preference-eligible U.S. veteran
3. Foreign Service employee on Leave Without Pay

ALL APPLICANTS MUST PASS A RIGOROUS SECURITY CERTIFICATION PROCESS.

Additional Selection Criteria

1. Management will consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current Ordinarily Resident employees serving a probationary period are not eligible to apply. Current Ordinarily Resident employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
3. Locally Employed Staff who have less than one year working in the position are not eligible to apply.
4. Current Not Ordinarily Resident employees hired on a Family Member Appointment or a Personal Services Agreement are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed work schedule.
5. The candidate must be able to obtain and maintain a security clearance.

HOW TO APPLY: To be considered, applicants must submit the following documents:

1. Application for Employment as a Locally Employed Staff or Family Member (Form DS-174) is available on our website: https://eforms.state.gov/editdocument.aspx?documentid=211&from=2&categoryid=1&form_format=3&Width=1356 or by contacting Laura Rivera in the Human Resources Office at 656-227-3025; and
2. Any additional documentation that supports or addresses the requirements listed above (e.g., transcripts, degrees).
3. Non-native Spanish speakers must contact Laura Rivera to schedule a Spanish test. Non-U.S. Citizen Eligible Family Members will be responsible for paying the test fee.
4. For non-native English speakers, an English test score (TOEIC or TOEFL) is required from one of the following institutions (the cost is the applicant's responsibility):
 - TOEIC, Interlingua, Ave. Tecnológico #2230, Ciudad Juárez, Chih., tel. 656-251-2110, atn. Javier Guerrero.

- TOEFL, Harmon Hall, Ave. Tecnológico #1770, Galerías Tec., Ciudad Juárez, Chih., tel. 656-623-1800.
 - TOEFL, Centro de Lenguas UACJ, José Reyes Estrada y Estocolmo S/N ICB (Instituto de Ciencias Biomédicas), Ciudad Juárez, Chih., tel. 656-688-1865 ext. 1597, atn. Saúl Salcido (The scores for Level IV (fluent) are: TOEFL IBT 106+, TOEFL ITP 620+, TOEIC 850+ scores are valid for two years).
5. Copy of typing test score (test must be taken at <http://www.typingtest.com/>).

IMPORTANT: Applicants claiming U.S. Veteran's preference must submit written documentation confirming eligibility (i.e., Member Copy 4 of Form DD-214, letter from the U.S. Department of Veterans Affairs, or certification documenting eligibility under the Veterans Opportunity to Work 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 Human Resources Office by the closing date of the vacancy announcement, U.S. veterans preference will not be considered in the application process. Specific criteria for receiving U.S. veterans preference may be found in HR/OE's Family Member Employment Policy.

Failure to provide the above information will result in an incomplete and invalid application.

WHERE TO APPLY:

Submit your application and supporting documents by e-mail, by regular mail, or in person to:

U.S. Consulate General Ciudad Juarez
Human Resources Office
Paseo de la Victoria #3650
Ciudad Juarez, Chihuahua 32543
Tel. 656-227-3146
E-mail: cdjhr@state.gov

Please check the U.S. Mission to Mexico website for future vacancy announcements:
<https://mx.usembassy.gov/jobs/>

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Diplomatic Mission to Mexico 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.

Approved: CONS: Michael Katula (ok)

Drafted: HRA: Laura Rivera

Cleared: CONS/Visas: Michael Katula (ok)
Acting MGMT: Thomas Murray (ok)
RHRO: Javier Araujo (ok)

Appendix A DEFINITIONS

1. **Eligible Family Member (EFM)**: An EFM for employment purposes is defined as 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 (COM) authority.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets 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 COM authority; **or**
 - resides at an Involuntary Separate Maintenance Allowance 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 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 COM 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 MOH is an individual who meets **all** of the following criteria:

- An 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**
- An MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; **and**
- An MOH is under COM authority;
- An MOH may include a parent, unmarried partner, other relative, or adult child;
- An MOH may or may not be a U.S. citizen;
- An MOH is **not** an EFM;
- An MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- 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)** – A foreign national or U.S. citizen who:

- 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.

EFMs without U.S. Social Security numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan.