

Position Vacancy Announcement

U.S. Consulate General Matamoros

No: 16/07
Open to: All Interested Candidates / All Sources
Position: A10-001 Political-Economic Assistant, FSN-09, FP-5*
Opening Date: July 12, 2016
Closing Date: July 26, 2016
Work Hours: Full-time; 40 hours/week
Salary: *Not-Ordinarily Resident: Starting Salary and Position Grade FP-9 to be confirmed by Washington.
Ordinarily Resident (OR): \$363,521.32 pesos per year (FSN-9 starting salary)
Ordinarily Resident (OR): \$271,821.12 pesos per year (FSN-8 starting salary) (Developmental grade)

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 Matamoros is seeking eligible and qualified applicants for the position of Political-Economic Assistant in the Executive Section.

BASIC FUNCTION OF POSITION

Identify, track, research, analyze and report on a broad scope of complex key security, political, economic, border, labor, environmental, science, technology and health (ESTH) developments throughout Tamaulipas as they affect U.S. interests. Draft high quality briefing materials in English to keep members of the section and front office informed about issues or to prepare for meetings. Maintain a wide range of Mexican and U.S. government, political, business, media, social, cultural, philanthropic, academic, environmental and human rights contacts, including at senior levels. Represent the Consulate at conferences and meetings; coordinate security/political/economic/ESTH events and appointments for officers and official U.S. visitors; handle administrative tasks as required.

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:** Bachelor's degree in law, political science, business, economics, communications, public administration, or international relations is required.
2. **EXPERIENCE:** A minimum of three years' experience related to Mexican politics, economics or business activity, or international relations is required.
3. **LANGUAGE:** Level IV (fluent) in English and Spanish – both written and verbal is required. (*This will be tested*)
4. **SKILLS AND ABILITIES:** Ability to analyze complex political and economic issues and produce concise, well-written reports in English; ability to identify issues of importance to the Pol/Econ section and other Consulate offices and discern the relevant facts; discretion, good judgment and decision-making skills. Ability to work independently and to proactively convey information (and analysis where appropriate) on political and economic and other issues of interest to the Pol/

Econ Section. Must be able to translate and interpret English to Spanish and Spanish to English. Strong computer skills to conduct on-line research. Must have a driver's license for operating a passenger vehicle. A minimum of one year driving experience is required.

5. **JOB KNOWLEDGE** High level understanding of Mexican and Tamaulipas political, economic, cultural, media, and commercial institutions; familiarity with actors in these areas (both government and private sector), their interests, and their relative importance on different issues. Adept at researching and compiling concise information on a variety of issues. Excellent written and verbal communications skills in English and Spanish.

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

<https://mx.usembassy.gov/jobs/matamoros/>

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) 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. 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 *Public Trust Security Clearance/Certification*.
6. **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:

- 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/University 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 HR at extension 2085. Non-EFMs will be responsible for test fee.
- Test score of English language exam is required. Applicants should contact HR at extension 2085 for further information.
- Bilingual applicants who have a university degree from the U.S. or another English speaking country do not need to take the test. Please provide a copy of the University degree in the application package.

WHERE TO APPLY:

Human Resources Office at e-mail: HROMatamoros@state.gov (Please refer to position number in subject line of e-mail.) i.e. **A10-001 Political-Economic 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.