

Position Vacancy

U.S. Embassy, Mexico

Announcement



U.S. Mission Mexico City

Vacancy Announcement Number: 16/70

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: A52-225 Supply Assistant

OPENING DATE: August 9th, 2016

CLOSING DATE: August 23rd, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-6 190,563.28 MXN pesos per year
Not-Ordinarily Resident (NOR): FP-8*
*Final grade/step for NORs will be determined 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. Mission in Mexico City is seeking eligible and qualified applicants for the position of Supply Assistant.

BASIC FUNCTION OF POSITION

Team leader for five-ten warehousemen responsible for all movements of Mexico City USG property worth over 20 million dollars. Manages delivery and collection of furniture, furnishings, appliances and office equipment among the warehouse, over 400 UG leased and owned residences, and several office locations throughout the city. Ensures proper maintenance of USG property during moves and storage, manages repair process. Coordinates information on quality, excess and shortage of stock and ensures that proper items are stocked. Responsible for Leads preparation, set up, and disassembly of furniture and equipment for special events – VIP visit, Embassy representational events, auctions, and inventories.

QUALIFICATIONS REQUIRED

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. **EDUCATION:** High school diploma
2. **EXPERIENCE:** At least 2 years of experience in warehousing, inventory of property and/or supplies is required plus one year of professional driving that includes a minimum of 6 months experience operating a forklift.
3. **LANGUAGE:** Level 3 (Good Working Knowledge) Speaking/Reading/Writing of Spanish is required. Level 2 (Limited Knowledge) Speaking/Reading/Writing of English is required. (This will be tested.)
4. **SKILLS AND ABILITIES:** Valid driver license for operating large trucks (Type B). Familiarity with MS Word and Excel.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at: <https://mx.edit.usembassy.gov/wp-content/uploads/sites/25/2016/08/PD-A52-225-blank-PD.pdf>

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: (insert one of the following: Top Secret, Secret, non-sensitive, public trust, local security certification, etc.)
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.
6. All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.

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. (See "For Further Information" above);
2. 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.
3. 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.
4. For English test please contact Leticia Guerrero at 5080-2000 ext, 4024

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. **A52-225 Supply 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 (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.

TRADUCCION DE CORTESIA

No: 16-70
Dirigido a: Todos los candidatos interesados
Nombre de la posición: A52-225 Asistente de bodega
Fecha de apertura: Agosto 9, 2016
Fecha de vencimiento: Agosto 23, 2016

Horas de trabajo: Tiempo completo: 40 horas / semana

Salario: **Residente Ordinario: (OR): 190,563.28 MXN pesos por año FSN-6**

**Residentes no ordinarios: A partir de salario y posición grado FP-CC confirmado por Washington*

(Nota: Todos los solicitantes residentes deben de tener 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 Asistente de bodega.

Funciones básicas de la posición

Líder de equipo de cinco a diez almacenistas responsables de todos los movimientos de la propiedad del Gobierno de Estados Unidos en la Ciudad de México con un valor de más de 20 millones de dólares. Gestiona entrega y recolección de muebles, accesorios, electrodomésticos y equipos de oficina entre el almacén, 400 residencias propias y alquilados por el gobierno de Estados Unidos (USG), y varias oficinas en toda la ciudad. Asegura el mantenimiento adecuado de la propiedad de USG durante los movimientos y el almacenamiento, gestiona el proceso de reparación. Coordina la información sobre la calidad, el exceso y la escasez de existencias y asegura que los elementos adecuados estén llenos. Responsable de la configurar y desmontar mobiliario y equipo para eventos especiales – visitas de VIPs, Eventos de la Embajada, subastas e inventarios.

Requisitos:

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

- 1. EDUCACION:** Certificado de Preparatoria o Equivalente.
- 2. EXPERIENCIA:** Al menos 2 años de experiencia como almacenista, más un año de experiencia profesional como chofer, que incluya 6 meses de experiencia utilizando un montacargas.
- 3. IDIOMA:** Nivel II (Conocimiento limitado) de Inglés y nivel 3 (Buen conocimiento) de Español. (Por favor, consulte la sección la siguiente página para obtener instrucciones de los exámenes de Inglés/Español). (Sera evaluado).

4. **HABILIDADES Y CAPACIDADES:** Debe tener una licencia de conducir tipo B válida. Conocimiento básico de Word y Excel.

PARA MAYOR INFORMACION: Una copia de la Descripción de puesto puede ser consultada en el siguiente link: <https://mx.edit.usembassy.gov/wp-content/uploads/sites/25/2016/08/PD-A52-225-blank-PD.pdf>

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.
- Para examen de Español, en caso de que no fuera su lengua nativa, 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: **A52-225 Asistente de Bodega. Solicitudes impresas no serán aceptadas**