

# Vacancy Announcement

## U.S. Consulate General Ciudad Juarez, Mexico

Vacancy Announcement number: **16/20**

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: **A52-662 Inventory/Supply Clerk FSN-6**

Opening Date: September 22, 2016

Closing Date: Until filled

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

Salary: **Ordinarily Resident (OR): 177,424.34 Mexican pesos per year (FSN-6)**

\*Not-Ordinarily Resident (NOR): Starting salary and position grade FP-8\*

\*Final grade/step for Not-Ordinarily Resident (NOR) to be confirmed by Washington.  
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**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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**The U.S. Consulate General in Ciudad Juarez seeks an individual for the position of Inventory/Supply Clerk**

### **Basic Function of the Position**

To support maintenance technicians, supervisors, and management by managing and maintaining the inventory of all tools, 7901 stock supplies, expendable supplies, and stock supplies for both residential and commercially owned and leased property. The incumbent’s duties will include quoting, requesting, and receiving materials. The position is responsible for organizing, storing, issuing, and controlling quantities of maintenance related expendable supplies and tools stored in the Facility Management Office (FAC) warehouse by utilizing the department’s Integrated Logistics Management System (ILMS). Supports the Integrated Pest Management (IPM) program at Post by ensuring procurement and distribution of proper chemicals. Helps keep the grounds and FM warehouse free of debris and excess material. Performs maintenance and repair tasks as requested by the maintenance technicians and FM supervisor.

### **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.

- **EDUCATION:** Completion of High School is required.
- **EXPERIENCE:** Minimum of two years of supply or warehouse experience including forklift operations and organizational responsibilities are required.
- **LANGUAGE:** English Level II and Spanish Level III are required.
- **SKILLS AND ABILITIES:** Valid driver's and forklift license is required.

**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.

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

**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. Appointed Eligible Family Member / US Citizen Eligible Family Member who is also a preference-eligible US Veteran\*
2. Appointed Eligible Family Member / US Citizen Eligible Family Member
3. Foreign Service Employee on Leave Without Pay\*\*

\* **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 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 (LE) 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 certification.

6. Candidates who are Eligible Family Members (EFM), and Members of Household (MOH) must have at least one year remaining in their tour of duty to apply for this job.

**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](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/>).

**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](mailto: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: MGTM: Susan Astley-Cass

Drafted: HRA: Laura Rivera

Cleared: FM: Jeffrey Collett  
RHRO: Javier Araujo

## 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.

**1. EFMs are generally considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP. Two Exceptions: (a) EFMs without a U.S. Social Security Number are considered OR and paid on the LCP; and (b) non-US citizen EFMs who are in the country of their birth/citizenship are considered OR and paid on the LCP.**

**2. EFMs do not receive a hiring preference for positions advertised in the mission. However, if a position is advertised as “Open to: Current Employees of the Mission”, EFMs who are not currently employed in the mission are eligible to apply.**

**3. EFMs are hired on a Personal Services Agreement (PSA).**

**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
- 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.

**1. USEFMs are generally considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP. Two Exceptions: (a) USEFMs residing at an ISMA location are considered OR and are paid on the LCP; in this case, the USEFM would need to obtain his/her own residency and work permit as required by the host country; and (b) dual-national USEFMs who are in the country of their birth/citizenship may be considered OR and paid on the LCP depending on host country labor law.**

**2. Qualified USEFMs receive a hiring preference for ALL positions advertised in the mission.**

**3. USEFMs are hired on a Personal Services Agreement (PSA).**

**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.

**1. AEFMs are considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP.**

**2. Qualified AEFMs receive a hiring preference for ALL positions advertised in the mission.**

**3. AEFMs are hired on a Family Member Appointment (FMA) or a Temporary (TEMP) Appointment for DOS positions. If the position is with a non-State agency, an AEFM will be hired on a Personal Services Agreement (PSA). If the position is with USAID, an AEFM may be hired on a Personal Services Contract (PSC) or on DOS' FMA at USAID's discretion.**