

Vacancy Announcement

U.S. Consulate General Ciudad Juarez, Mexico

Position Vacancy number: 16/21

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

Positions: **A54-004, A54-005 Human Resources Assistant FSN-7**

Opening Date: September 23, 2016

Closing Date: Until filled

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

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

Not-Ordinarily Resident (NOR): Starting salary and position grade FP-7

*Final grade/step for Not-Ordinarily Resident (NOR) to be confirmed by Washington.

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 Ciudad Juarez seeks two (2) individuals for the position of Human Resources Assistant.

Basic Function of the Position

This position is one of three HR Assistants reporting to an HR Supervisor at the American Consulate General in Ciudad Juarez. These two positions are very similar. The incumbent in this position shares responsibility for some aspects of the Locally Employed Staff (LES) services portfolio. Provides services to include post awards program; recruitment of LES; Mexican Student Intern Program; and advises all Consular LE Staff concerning the local compensation plan and serves as in-take advisor to new employees of the section. Advises Consular Supervisors when their respective LE Staff are due their performance evaluations.

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 at least two (2) years of College or University studies in Human Resources/ Personnel Management, Business or Public Administration, Education, Psychology or Sociology is required.
- **EXPERIENCE:** Minimum of three (3) years of progressively responsible experience, in an office setting, in the field of Human Resources is required.
- **LANGUAGE:** Level III (Good Working Knowledge) of English and Spanish are required.
- **SKILLS AND ABILITIES:** Level II typing (40 wpm) is required. Must draft correspondence in English and Spanish. Must be able to use Microsoft Office.

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/25/2016/10/CJ-PD_VA-A54005-Human-Resources-Assistant.pdf

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. Universal Application for Employment (UAE) (Form DS-174), available in:
<http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf>
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 76+, TOEFL ITP 540+, TOEIC 650+ 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.

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.