



U.S. Consulate General Monterrey

Position Vacancy Announcement

U.S. Consulate General Monterrey

Vacancy Announcement Number: 16-36

Ver traducción al Español pag. 5

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: A52-702 Chauffeur Messenger, FSN-3; FP-BB

OPENING DATE: September 21, 2016

CLOSING DATE: Until filed

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-3 \$131,016.92 p.a.
Not-Ordinarily Resident (NOR): FP-BB*
*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 Monterrey is seeking eligible and qualified applicants for the position of Chauffeur Messenger.

BASIC FUNCTION OF POSITION

The job holder will operate all Consulate official passenger vehicles, light duty trucks and, on occasion, a 10 ton truck, in accordance with Department of State Regulations and Motor Pool Supervisor/Dispatcher instructions. Will transport personnel and official visitors within the city and its environs. Trips to areas within the greater consular area and the southern United States may require overnight travel and varying work hours. Will fill in to drive the Consul General in the absence of the CG’s assigned drivers. May be required to make cash deposits, and utility, cellular and telephone payments for the GSO of the Cashier Unit. May deliver other types of payments to vendors. At the direction of the Purchasing Agent, makes off-the-shelf purchases using petty cash. Delivers invitations from the Consulate to recipients in the greater Monterrey area. Prepares and submits Daily Vehicle Usage Reports. Maintains cleanliness and

reports maintenance needs. Assists the Motor Pool Supervisor/Dispatcher with closing out Trip Tickets in ILMS.

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:** Completion of high school is required.
2. **EXPERIENCE:** One year experience as a chauffeur is required.
3. **LANGUAGE:** Level I English (limited knowledge) written and spoken is required Level IV Spanish (fluent) written and spoken is required. (This will be tested.)
4. **SKILLS AND ABILITIES:** Must be familiar with local traffic laws, area traffic patterns, traffic flow and areas of security concern, Must have knowledge of routine vehicle maintenance. (This will be tested.)
5. **JOB KNOWLEDGE:** Must have a chauffeur license or be able to obtain, for operating a passenger vehicle and a 10 ton truck. Overnight travel within the Consular District and into Texas may be required. Ability to work varied work hours due to various situations, and to be on standby at times, is mandatory.

OR

1. **EDUCATION:** Completion of local school is required.
2. **EXPERIENCE:** Four year experience as a chauffeur is required.
3. **LANGUAGE:** Level I English (limited knowledge) written and spoken is required Level IV Spanish (fluent) written and spoken is required. (This will be tested.)
4. **SKILLS AND ABILITIES:** Must be familiar with local traffic laws, area traffic patterns, traffic flow and areas of security concern, Must have knowledge of routine vehicle maintenance. (This will be tested.)
5. **JOB KNOWLEDGE:** Must have a chauffeur license or be able to obtain, for operating a passenger vehicle and a 10 ton truck. Overnight travel within the Consular District and into Texas may be required. Ability to work varied work hours due to various situations, and to be on standby at times, is mandatory.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at 8047-3113.

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 EFM, USEFM, AEFM, or MOH 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 <http://wha.p.state.sbu/sites/monterrey/Management/HR/LES/Shared%20Documents/DS-174%20Universal%20Application%20of%20Employment-2016.pdf> (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 Nancy Arzaga at extensions 3202 on M-W-F from 3:30 to 4:30. Non-EFMs, will be responsible for test fee.

WHERE TO APPLY:

Human Resources Office at e-mail: permtr@state.gov (Please refer to position number in subject line of e-mail.) i.e. **A52-702 Chauffeur Messenger, FSN-3; FP-BB. 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.

DIRIGIDO A:	Todos los candidatos interesados
NOMBRE DE LA POSICION:	A52-707 Chofer Mensajero A52-711 Chofer Mensajero
FECHA DE APERTURA:	Junio 20, 2016
ECHA DE VENCIMIENTO:	Hasta que se ocupe
HORAS DE TRABAJO:	Tiempo completo; 40 horas / semana
SALARIO:	Residente Ordinario (OR): FSN-3 \$122,201.03 pesos por año (salario inicial)

Residentes No Ordinarios (NI): FP-BB*

* Grado/paso final para residentes no ordinarios será determinado por Washington.

TODOS LOS SOLICITANTES (O) RESIDENTES DEBEN DE OBTENER EL PERMISO DE TRABAJO OBLIGATORIO Y/O DEBEN TENER EL PERMISO DE RESIDENCIA CORRESPONDIENTE PARA SER ELEGIBLES.

La misión de Estados Unidos en *México, Monterrey Post* busca a solicitantes elegibles y calificados para el puesto de *Chofer / mensajero*.

FUNCIONES BASICAS DE LA PSICION

El empleado conducirá todos los vehículos oficiales de pasajeros, camiones ligeros y, en ocasiones, un camión de 10 toneladas, en acuerdo con las regulaciones del Departamento de Estado y las instrucciones del Supervisor de Flotilla. Transportará al personal del Consulado y visitantes oficiales dentro de la ciudad y sus alrededores. Viajes a zonas dentro del área consular y el sur de Estados Unidos pueden requerir viajes durante la noche variando así las horas de trabajo regular. Cubrirá el puesto de chofer de Cónsul General en ausencia de sus conductores asignados. Puede ser requerido para realizar depósitos en efectivo y pagos de servicios públicos, celulares y teléfonos para la Unidad de Caja. Pueden suministrar otros tipos de pago para los proveedores. Bajo las instrucciones del agente de compras, hace las compras necesarias de caja chica. Entrega invitaciones del Consulado a los destinatarios en el área metropolitana de Monterrey. Elabora y envía informes diarios del uso de vehículo. Mantiene limpias las unidades y reporta necesidades de mantenimiento. Ayuda al Supervisor de Flotilla con boletos de viaje en el sistema de cierre.

CUALIFICACIONES REQUERIDAS

Los solicitantes deben llenar cada requisito que se presenta a continuación con información completa y específica de acuerdo a cada elemento de apoyo. No hacerlo puede resultar en una determinación de que el solicitante no está calificado.

- 1.: Educación: Se requiere preparatoria terminada.
2. Experiencia: Un año de experiencia como chofer es requerida.
3. Idioma: Nivel I inglés (conocimiento limitado) hablado y escrito se requiere nivel IV Español (fluido) hablado y escrito se requiere. (Esto se evaluará)
4. Habilidades y destrezas: Debe estar familiarizado con las leyes de tránsito locales, patrones de tráfico de la zona y el flujo de tráfico. Debe tener conocimientos de mantenimiento de rutina del vehículo. (Esto se evaluará).
5. Conocimiento de trabajo: Debe tener una licencia de chofer o ser capaz de obtener una, para el manejo de un vehículo de pasajeros y un camión de 10 toneladas. Disponibilidad de viaje durante la noche en el distrito Consular y en Texas cuando sea requerido. Disponibilidad para trabajar en horarios variados debido a diversas situaciones, y a estar en espera en ocasiones es obligatoria.

O

1. Educación: Escuela secundaria terminada es necesario.
2. Experiencia: Cuatro años de experiencia como chofer es requerida.
3. idioma: Nivel I de inglés (conocimiento limitado) hablado y escrito se requiere; nivel IV (fluido) de Español hablado y escrito se requiere. (Esto se evaluará).
4. Debe estar familiarizado con las leyes de tránsito locales, patrones de tráfico de la zona y el flujo de tráfico. Debe tener conocimientos de mantenimiento de rutina del vehículo. (Esto se evaluará).
5. Conocimiento de trabajo: Debe tener una licencia de chofer o ser capaz de obtener una, para el manejo de un vehículo de pasajeros y un camión de 10 toneladas. Disponibilidad de viaje durante la noche en el distrito Consular y en Texas cuando sea requerido. Disponibilidad para trabajar en horarios variados debido a diversas situaciones, y a estar en espera en ocasiones es obligatoria.

PARA APLICAR: Los candidatos interesados en esta vacante deberán presentar lo siguiente o su solicitud no será considerada:

- Solicitud de Empleo Federal (DS-174) Aplicación Universal de Empleo (UAE) .
<http://photos.state.gov/Libraries/Mexico/310329/hrmay13/DS-0174.pdf><http://wha.p.state.sbu/sites/monterrey/Management/HR/LES/Shared%20Documents/DS-174%20Universal%20Application%20of%20Employment-2016.pdf> además de
- Otra documentación (por ejemplo, copia de diploma de escuela secundaria, transcripciones escolares, certificados, premios, ensayos) que compruebe el cubrimiento de los requisitos indicados en la página 1.
- Para personas con español como segundo idioma: prueba de español, los solicitantes deben contactar a Nancy Arzaga a extensión 3202 L-M-V de 4:00 a 5:00. Solicitantes son responsables del pago del examen.
ENVIE SU DOCUMENTATION COMPLETA A: al e-mail permtrt@state.gov con el asunto.

A52-702 Chauffeur Messenger, FSN-3. *Tome en cuenta que no se aceptan documentos impresos.*