

Vacancy Announcement

U.S. Consulate General Ciudad Juarez, Mexico

Position Vacancy Number: 16/23

-PARA TRADUCCION DE CORTESIA FAVOR DE IR AL FINAL DE ESTE DOCUMENTO-

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: **A52-807, A52-810 Custodian FSN-1**

Opening Date: **November 10, 2016**

Closing Date: **Until filled**

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

Salary: **Ordinarily Resident: 107,057.82 Mexican pesos per year FSN-1**
Not-Ordinarily Resident: Starting salary and position grade FP-DD
Final grade/step for Not-Ordinarily Resident to be confirmed by Washington

ALL ORDINARILY RESIDENT 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 an individual for the position of custodian.

Basic Function of the Position

Cleans and disinfects restrooms, waiting areas, offices, stairs and other work areas. Mops, scrubs, waxes, and vacuums floors. Dusts and cleans furniture, mirrors, woodwork and equipment. Replaces supplies in lavatories. Empties waste cans and ashtrays. Cleans walls, glass doors, windows and fixtures. Sweeps outside steps and walkways. Reports broken windows, equipment, leaks, drainage problems, etc. Other custodial duties as repaired. Also occasional unskilled manual labor involving lifting, carrying, or moving furniture. Shoveling snow, using hand trucks, wheelbarrows and simple hand tools. Removes refuse and other debris from Consulate grounds and working areas.

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 elementary school is required,
- **EXPERIENCE:** At least 6 months of experience as a cleaner/custodian required.
- **LANGUAGE:** English Level I and Spanish Level III are required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained in the following link: <https://mx.edit.usembassy.gov/wp-content/uploads/sites/25/2016/11/PDWS-A52-807-Custodian.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 deemed 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 / U.S. Citizen Eligible Family Member who is also a preference-eligible U.S. veteran*
2. Appointed Eligible Family Member / U.S. Citizen Eligible Family Member
3. Foreign Service employee on leave without pay. This level of preference applies to all Foreign Service employees on leave without pay (i.e., preferences 1 and 2 above do not apply to a 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 4 copy 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. veteran's preference, applicants must submit proof of conditional eligibility. 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. The Mission HR's decision on eligibility for U.S. veteran's preference after reviewing all required documentation is final.

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 who have been working for less than one year in their positions 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 and Members of Household 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). The form is available on our website:
<http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf>
2. Any additional documentation that supports or addresses the requirements listed above (e.g., transcripts, degrees).
3. Non-native Spanish speakers must contact the Human Resources Office in the following e-mail to schedule a Spanish test: cdjhr@state.gov. Non-U.S. Citizen Eligible Family Members will be responsible for paying the test fee.
4. For non-native English speakers, please schedule an English test with Laura Rivera in the following e-mail: cdjhr@state.gov.

Failure to provide the above information will result in an incomplete and invalid application.

WHERE TO APPLY:

Scan your application and supporting documents and submit them by e-mail to: cdjhr@state.gov

Please check the U.S. Mission to Mexico website for future vacancy announcements:

<https://mx.usembassy.gov/jobs/ciudad-juarez/>

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 A (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
- 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: 16-23
Dirigido a: Todos los candidatos interesados
Nombre de la posición: A52-807 y A52-810 Conserje
Fecha de apertura: 10 de Noviembre del 2016
Fecha de vencimiento: Hasta ser llenada

Horas de trabajo: Tiempo completo: 40 horas / semana

Salario: **Residente Ordinario: (OR): \$107,057.82 pesos por año (FSN-1 salario inicial)**

(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.)

El Consulado General de EE.UU. en Ciudad Juarez busca una persona para el cargo de Conserje.

Funciones básicas de la posición

Limpia y desinfecta baños, áreas de espera, oficinas, escaleras y otras áreas de trabajo. Trapea, barre, encera y aspira. Desempolva y limpia muebles, espejos, carpintería y equipo. Reemplaza suministros en lavabos. Vacía los basureros y ceniceros de desecho. Limpia paredes, puertas de cristal, ventanas y accesorios. Barre los escalones exteriores y pasillos. Informa de ventanas rotas, equipos, fugas, problemas de drenaje, etc. Otras responsabilidades de custodia. También trabajo manual ocasional que implica levantar, llevar o mover muebles. Mover nieve, usar camiones de mano, carretillas y herramientas manuales simples. Elimina basura y otros desechos de los terrenos del Consulado y áreas de trabajo.

Requisitos:

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

- 1. EDUCACION:** Certificado de Primaria.
- 2. EXPERIENCIA:** 6 meses de experiencia en limpieza.
- 3. IDIOMA:** - Nivel I (Conocimiento limitado) de Inglés y nivel 3 (Buen conocimiento) de Español.

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/25/2016/11/PDWS-A52-807-Custodian.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 anterior.
- Para examen de inglés por favor de solicitarlo al mandar el resto de sus papeles a cdjhr@state.gov

ENVÍE SU DOCUMENTACIÓN COMPLETA A: La Oficina de Recursos Humanos.
Correo: cdjhr@state.gov con el asunto: **A52-807 Conserje.**