

U.S. Consulate General, Guayaquil

Vacancy Announcement

Number:	2016-HR-08	To:	ALL USDH EMPLOYEES / ALL AGENCIES
Date:	August 17, 2016	From:	Hunter Crowder/ A/Management Officer
Subject:	HOUSING CLERK		

OPEN TO: Current Employees of the Mission – All agencies and/or U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), or Declared Members of Household (MOHs) - All Agencies

POSITION: Housing Clerk

OPENING DATE: AUGUST 18, 2016

CLOSING DATE: SEPTEMBER 1, 2016

WORK HOURS: Part-time, 20 hours per week

SALARY: **Ordinarily Resident:**
FSN-5: US\$8,861.00 per annum

Not-Ordinarily Resident:
FP-9* US\$16,410.27 per annum
* *Final grade/step for NORs will be determined by Washington*

Note 1: All ordinarily resident (OR) applicants (*See Appendix A for definition*) must have the required work and/or residency permits to be eligible for consideration.

Note 2: All positions advertised are subject to availability of funds.

Note 3: U.S. Citizens including U.S. Veterans who are not AEFMs (*see definitions section*) if hired will be paid under the Local Compensation Plan.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education,

experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.

2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Consulate General in Guayaquil is seeking eligible and qualified applicants for the position of EFM Housing Clerk in the General Services Office.

BASIC FUNCTION OF POSITION

Incumbent provides assistance to the GSO and the GSO Housing Assistant. The employee assists in managing documents and electronic files for the housing section, to include RPA and written communication to internal consulate consumers. The incumbent also assists with the preparation, submission, and tracking of housing-related purchase orders in ILMS.

QUALIFICATIONS REQUIRED

NOTE: 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. If you submitted previous applications, you will still need to provide documentation for this position.

- a. **Education:** Completion of high school is required. Send a copy of certificate for consideration.
- b. **Prior Work Experience:** One year of work office experience is required.
- c. **Language Proficiency:** Level 3 (Good working Knowledge) of English/Reading/Writing required. This will be tested.

FOR FURTHER INFORMATION

The complete position description listing all of the duties and responsibilities are listed below.

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 will consider the following when determining successful candidacy: nepotism/conflict of interest, budget, and residency status.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. 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.
4. Currently employed NORs hired under a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- 5. The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.**
6. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes test results.
7. Employment eligibility criteria for this position were established by the hiring supervisor.
8. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
9. The Consulate General will review work references or ask applicant for support documentation of any of the information submitted on applications.

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 at GuayaquilHRForms@state.gov; and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits etc.)

WHERE TO APPLY

Per email

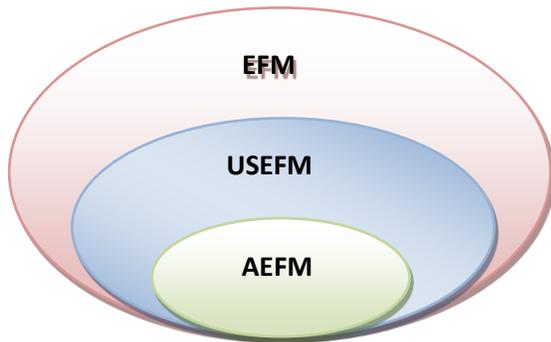
e-mail: gyqrecruitment@state.gov

EQUAL EMPLOYMENT OPPORTUNITY

The US Mission in Ecuador 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



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An EFM for employment purposes is defined 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. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **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.

2. **U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets all 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.

3. **Appointment Eligible Family Member (AEFM):** An AEFM 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.

4. **Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria:

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **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.

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **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.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post Consulate General Guayaquil, Ecuador	2. Agency DOS	3a. Position Number 311802 97870703
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

 Yes No

4. Reason for Submission

- a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- b. New Position _____
- c. Other (explain _____)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	HOUSING CLERK, FSN-820	5		08/16/16
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee VACANT
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8. Office / Section General Services Office	a. First Subdivision:
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b. Second Management Office	b. Third Subdivision:
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9. This is a complete and accurate description of the duties and responsibilities of my position _____ Printed Name of Employee _____ Signature of employee _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)
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13. Basic Function of Position

Incumbent provides assistance to the GSO and the GSO Housing Assistant. Duties include assisting the GSO Housing Assistant with the following items: Assisting customers with residential maintenance work orders and coordinating emergency repairs, performing clerical duties related to residential utility billing, taking housing photos, creating housing presentations and facilitating quarterly lease payments to landlords, searching for new housing units for incoming personnel, and drafting housing assignments for consideration by the Interagency Housing Board (IAHB). The employee assists in managing documents and electronic files for the housing section, to include RPA and written communication to internal consulate consumers. The incumbent also assists with the preparation, submission, and tracking of housing-related purchase orders in ILMS.

14. Major Duties and Responsibilities

1. Coordination of customer service requests with USDH housing customers and FAC colleagues, via myServices work orders, email, and face-to-face interaction. 50%
2. Clerical work relating to running monthly utility billing reports, updating the online Real Property Application, creating housing presentations and taking housing photos, measuring square meters of houses, facilitating quarterly lease payments to landlords with leasing vouchers, and other clerical tasks. 25%
3. Searching for and touring potential new leased housing, through local real estate experts and advertising sources. 15%
4. Drafting and compiling Inter-Agency Housing Board materials, such as slideshows and spreadsheets with housing information. 10%

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

15. Qualifications Required For Effective Performance

- a. Education:
Completion of High School or Second School is required.
- b. Prior Work Experience:
One year of work office experience.
- c. Post Entry Training:
Time Management, communication, organizational and writing skills, customer service, and Microsoft Office Programs.
- d. Language Proficiency:
Level III (Good Working Knowledge) English is required.
- e. Job Knowledge:
Good knowledge of computer programs such as Excel and Microsoft Outlook.
- f. Skills and Abilities:
Ability to work in a fast-paced environment. Excellent interpersonal and time management skills. Must possess a valid driver's license.

16. Position elements

- a. Supervision Received:
Incumbent is directly supervised by the GSO, with working guidance from the GSO Housing Assistant, although he/she will be expected to work on a day-to-day basis without direct supervision at times.
- b. Supervision Exercised:
None.
- c. Available Guidelines:
Foreign Affairs Manual – 14 FAM, local government regulations, procurement guidelines in FAR and DOSAR, and local business practices.
- d. Exercise of Judgment:
Incumbent must be able to exercise exceptional judgment when dealing with customers and colleagues.
- e. Authority to Make Commitments:
N/A
- f. Nature, Level and Purpose of Contacts:
Incumbent maintains constant communication with U.S. Embassy officers and their family members regarding residential issues in the Consulate's housing pool.
- g. Time Expected to Reach Full Performance Level:
Ninety (90) days.