

# U.S. Consulate General, Guayaquil

## Vacancy Announcement

<b>Number:</b>	2016-HR-14	<b>To:</b>	ALL EMPLOYEES / ALL AGENCIES
<b>Date:</b>	November 1, 2016	<b>From:</b>	Donald Coleman, Management Officer
<b>Subject:</b>	Cultural Affairs Assistant		

**OPEN TO:** All interested candidates / All Sources

**POSITION:** Cultural Affairs Assistant

**OPENING DATE:** November 1, 2016

**CLOSING DATE:** November 21, 2016

**WORK HOURS:** Full-time 40 hours/week

**SALARY:** **Ordinarily Resident:**  
FSN-7: US\$23,775.00 per annum

**Not-Ordinarily Resident:**  
FP-7\* US\$41,206 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 Cultural Affairs Assistant in the Public Affairs Section.

## **BASIC FUNCTION OF POSITION**

Candidate will provide support to the Consulate General Guayaquil's Public Affairs Office by supporting planning and execution of cultural programs, outreach programs, exchange programs and to provide support for education, alumni, and English language programs.

## **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:** University degree required in the area of social studies, communications, public relations, journalism.
- B. **PRIOR WORK EXPERIENCE:** One year of experience in public relations, communications, or other field.
- C. **LANGUAGE PROFICIENCY:** Written and spoken English (Level III) and Spanish (Level III) required. These will be tested.
- D. **SKILLS AND ABILITIES:** Must be proficient in the use of digital cameras, audio-visual equipment, photocopies/fax machines and computers. These may be tested.

## **FOR FURTHER INFORMATION**

The complete position description listing all of the duties and responsibilities may be obtained on our website at <https://ec.usembassy.gov/es/jobs/> and/or by contacting the Human Resources Office [gyqrecruitment@state.gov](mailto:gyqrecruitment@state.gov).

## **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](mailto: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

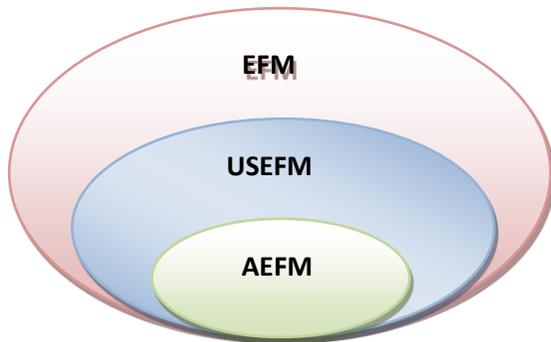
e-mail: [gyqrecruitment@state.gov](mailto:gyqrecruitment@state.gov)

## **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 <b>USCG Guayaquil</b>	2. Agency <b>PAS</b>	3a. Position Number <b>311802 A60110</b>
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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) \_\_\_\_\_ VACANT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	CULTURAL AFFAIRS ASSISTANT, FSN-6002	FSN-7		10/31/2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <b>PAS CULTURAL AFFAIRS ASSISTANT</b>	7. Name of Employee
8. Office / Section <b>US CONSULATE GENERAL</b>	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

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  <b>Shayna Cram</b> _____ 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  <b>Shayna Cram</b> _____ 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**

The candidate will provide support to the Consulate General Guayaquil's Public Affairs Office by supporting planning and execution of cultural programs, outreach programs, exchange programs and to provide support for education, alumni, and English language programs. The candidate will assist the Public Affairs Officer in other tasks as needed.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

Cultural Program Support 25%

The incumbent will provide support for speakers/specialists and artists, and Consulate Officers who are directly involved with PAS programming in the Consular District. This requires frequent travel and after-hours work. The incumbent will oversee execution of public diplomacy programming in the Guayaquil consular district for cultural programs and exhibitions. The incumbent will also cultivate and maintain contact with high-level cultural, governmental, media and academic contacts in the consular district.

Outreach Program Support 25%

The incumbent is responsible for outreach program support. He/she contacts host institutions, such as universities, business chambers, media outlets and/or NGOs, to schedule presentation opportunities; verifies that the host organization and/or the Consulate have the technical resources needed for the presentation; creates content for presentation, compiles PowerPoint presentations on topics related to Mission outreach goals; ensures that the presentation location meets the requirements of the presentation; assists presenters with the audio/visual (i.e. technical) portions of their programs.

English Program Support 15%

The incumbent is responsible for monitoring of English language programs, including the College Horizons program, CEN scholarship, and other English language programming. The incumbent will maintain contact with English Language departments at universities and schools throughout the consular district and be responsible for

Education Program Support 15%

The incumbent will liaise with Education USA and local universities and schools, including outreach and programming related to education and 100,000 Strong in the Americas initiative.

Exchange Program/Alumni Support/Backup Duties 20%

The incumbent will carry out exchange programs in the consular district, including International Visitors Leadership Program (IVLP) and Voluntary Visitors Programs (IVLP on Demand) and Citizens Exchanges.

The incumbent will assist with Alumni coordination including assisting the Alumni Coordinator with alumni events and alumni outreach to alumni of the International Visitor Leadership (IVLP) program, Fulbright Scholar, Student, and Specialist programs, and the range of English Language programs.

The incumbent is the backup for maintenance the Consulate's website and Facebook page. The incumbent also serves as backup duties for logistical requests, including motor pool, room reservations, and other administrative logistical requests. The incumbent is responsible for serving as a backup Grants Officer Representative (GOR) on grants related to cultural programs. He/she is responsible for all GOR responsibilities as pertains to these grants.

### **15. REQUIRED QUALIFICATIONS**

**EDUCATION:** University degree required in the area of social studies, international relations, government, communications, or English language.

**PRIOR WORK EXPERIENCE:** One year experience in public relations, communications, or other field.

#### **POST ENTRY TRAINING:**

PY 220 Grants and Cooperative Agreements

PY 222 Monitoring Grants and Cooperative Agreements

**LANGUAGE PROFICIENCY:** Level 3 Spanish is required, Level 3 knowledge of English required.

**KNOWLEDGE:** Knowledge of the basic principles of event organization and management. Knowledge of Guayaquil and other major cities in the Consular District, particularly the location of media outlets, universities, cultural centers and local government offices.

**SKILLS AND ABILITIES:** Applicants must be able to function in a stress-filled, project deadline-oriented environment. Must be able to assess the suitability of various venues for a wide variety of performances, installations and presentations. Must be able to manage own time and complete multiple projects simultaneously. Must be able to adapt to changing conditions/priorities. Must possess good interpersonal skills,



tact and the ability to deal with a wide range of interlocutors. Must be able to work evenings or weekends at least twice a week. Must be able to travel outside of Guayaquil.

Must be proficient in the use of digital cameras, audio-visual equipment, photocopiers/fax machines and computers.

**16. POSITION ELEMENTS**

**SUPERVISION RECEIVED:** The incumbent's direct supervisor is the Public Affairs Specialist (PAS). Direction is given orally and in writing, with the desired outcome broadly described, but the exact means of achieving the task left to the incumbent's discretion.

**AVAILABLE GUIDELINES:** The candidate will receive guidance from the PAS concerning purchases, from the PD Program Assistant regarding stock inventory and the PAO regarding presentation topics, sites and A/V needs. Generally, the candidate will receive verbal and written guidance and is not required to read manuals or regulations

**EXERCISE OF JUDGMENT:** The candidate must exercise independent judgment when on the road, but will routinely consult with PAS prior to making a decision. The candidate will be trusted with ensuring the safety of valuable computer and presentation equipment, cameras, visiting speakers/specialists and Consulate Generals vehicles.

**AUTHORITY TO MAKE COMMITMENTS:** The candidate has the authority to make small commitments, averaging around \$100 or less, when making incidental purchases and/or preparing venues for different types of exhibitions and performances.

**NATURE, LEVEL, AND PURPOSE OF CONTACTS:** The candidate will interact with Section contacts, as well as all visiting speakers and specialists, for the purpose of obtaining and/or providing information. The candidate will also interact with a wide range of contacts outside the Consulate, including, but not limited to, rectors and department heads at universities, beat reporters and heads of NGOs across the Consular District.

**SUPERVISION EXERCISED:** The candidate will have no supervisory responsibilities, but may direct the work of contractors and/or work crews preparing a venue for a performance or exhibition.

**TIME REQUIRED TO PERFORM FULL RANGE OF DUTIES AFTER ENTRY IN TO THE POSITION:** It is anticipated that the candidate would be fully functional within 1 year of assuming these duties.