

U.S. Mission Bolivia

VACANCY ANNOUNCEMENT NUMBER: 17 - 27

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: Trade Helper

OPENING DATE: December 5, 2017

CLOSING DATE: December 19, 2017 at 17:00

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-2

Not-Ordinarily Resident (NOR): FP-CC

*Final grade/step for NORs will be determined by Washington.

START DATE: The selected candidate must be able to start work within two weeks of receipt of agency authorization and/or clearances/certifications, or their candidacy may not be considered.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST RESIDE IN BOLIVIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bolivia is seeking eligible and qualified applicants for the position of Trade Helper in the Facilities Management Section.

NOTE: Due to the high volume of applications that we receive, we are not able to contact applicants who are not selected. Thank you for your understanding.

BASIC FUNCTION OF POSITION

The incumbent is responsible for mostly working with skilled trade persons by helping electricians, masons, machinist, plumbers, carpenters, painters, Air conditioning mechanics by performing duties of lesser skills and performs laboring activities in shops, Chancery, Ambassador's residence, and at various other U.S. Embassy owned and leased residences.

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 with functional knowledge on the use of equipment, tools and mechanical devices.
2. **EXPERIENCE:** One year as a trade helper in any building services trade in hotel industry, Construction Company, or Foreign mission.
3. **LANGUAGE:** Level I (Rudimentary) speaking/reading/writing English. Level Spanish II is required.
4. **Abilities:** Ability to learn about new work practices and materials.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our Share Point at [Position Description](#) and/or by contacting the Human Resources Office Vacancias@state.gov

HIRING PREFERENCE SELECTION PROCESS: 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 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: Local security certification.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office HR Office
Mailing Address: **2811 Arce Avenue,**
OR you can send it via:
E-mail Address: Vacancias@state.gov

Please be sure to send your application until December 14 at 17:00

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 A - DEFINITIONS

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.

U.S. Citizen Eligible Family Member (USEFM): A USEFM 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 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): 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.

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.

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TRADUCCIÓN DE CORTESÍA

ANUNCIO DE VACANCIA

NÚMERO DE ANUNCIO: 17-27

ABIERTO A: Todos los candidatos interesados/Todas las fuentes

La categoría “Abierto A” mencionada arriba se refiere a todos los candidatos que sean elegibles para postular a este puesto. La categoría “Abierto A” no debe confundirse con “privilegios preferenciales” que se explica más adelante en este documento.

PUESTO: Ayudante de Maestro

FECHA DE APERTURA: 1 de diciembre de 2017

FECHA DE CIERRE: 14 de diciembre de 2017 hasta las 17:00

HORAS DE TRABAJO: Tiempo completo; 40 horas semanales

SALARIO: Residentes Permanentes (OR): FSN-2

Residentes No Permanentes (NOR): FP-CC

* El grado final/nivel será determinado por Washington

INICIO DE TRABAJO: El candidato seleccionado debe estar dispuesto a comenzar a trabajar dos semanas después de recibir la autorización de la agencia y/o las aprobaciones/certificaciones de seguridad y salud. De otra manera sus candidaturas no serán consideradas.

TODOS LOS POSTULANTES RESIDENTES PERMANENTES (OR) (Ver el Apéndice A para la definición) DEBEN VIVIR EN BOLIVIA Y TENER LA RESIDENCIA PERMANENTE Y/O EL PERMISO DE TRABAJO NECESARIO PARA SER CONSIDERADOS.

La Misión Estadounidense en Bolivia busca un candidato elegible y calificado para el puesto de Maestro Ayudante en la Oficina de Mantenimiento.

NOTA: Debido al volumen de aplicaciones recibidas, no contactaremos a los candidatos que no sean seleccionados. Gracias por su comprensión.

FUNCIONES BÁSICAS DEL PUESTO

Responsable de trabajar como ayudante de electricistas, albañiles, maquinistas, fontaneros, carpinteros, pintores y mecánicos de aire acondicionado realizando tareas de menor capacidad y trabajos manuales en los talleres, el edificio de la Embajada, la residencia del Embajador y en varias otras residencias en alquiler o de propiedad de la Embajada.

CALIFICACIONES REQUERIDAS

Todos los candidatos deben respaldar todos los requerimientos detallados abajo con información específica y completa para cada ítem. No hacerlo puede determinar la descalificación del candidato y no será considerado.

1. **EDUCACIÓN:** Se requiere haber completado el colegio secundario y conocimientos sobre el funcionamiento y uso de equipo, herramientas y dispositivos mecánicos.
2. **EXPERIENCIA:** Se requiere un año de experiencia como maestro ayudante en mantenimiento de edificios de industria hotelera, compañías de construcción o misiones Internacionales.
3. **IDIOMAS:** Se requiere poseer Nivel I (conocimiento rudimentario) del idioma Ingles y nivel II de Español.
4. **HABILIDADES:** Habilidad de aprender a cerca de nuevas practicas de trabajo y nuevos materiales.

MAYOR INFORMACIÓN: Una copia de la descripción de trabajo detallando todas las tareas y responsabilidades del puesto se encuentra disponible en la share point “[Position Description](#)” o contáctese con la Oficina de Recursos Humanos Vacancias@state.gov

PROCESO DE SELECCIÓN: Los candidatos en las siguientes categorías de preferenciales tienen preferencia de contratación en el siguiente orden, Por lo tanto, es esencial que estos candidatos describan con precisión cuál es su situación en la aplicación. No hacerlo puede resultar en la determinación de que el candidato no es elegible para la preferencia de contratación.

CRITERIOS DE SELECCIÓN ADICIONALES:

- (1) AEFM / USEFM preferencial Veteranos Norteamericanos*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* IMPORTANTE: Los postulantes que afirmen tener preferencia de elegibilidad con el estatus de veterano Norteamericanos deberán presentar una copia del más reciente formulario DD-214 “Member Copy Four” (4), certificado de liberación o descarga del servicio activo y, si corresponde, una carta desde el Departamento de Asuntos Veteranos Norteamericanos. Si reclama elegibilidad condicional para la preferencia de los veteranos Norteamericanos, los solicitantes deben presentar prueba de elegibilidad condicional. Si no se recibe la documentación por escrito confirmando la elegibilidad en la oficina de recursos humanos para la fecha de cierre de la convocatoria de la vacante, no se considerará la preferencia de los veteranos Norteamericanos en el proceso de solicitud. Es decisión de recursos humanos de la misión sobre el derecho de preferencia de los veteranos Norteamericanos después de revisar toda la documentación requerida es definitiva.

** Este nivel de preferencia se aplica a todos los empleados de servicio exterior en permiso sin goce de haberes (LWOP).

CRITERIO ADICIONAL DE SELECCIÓN:

1. La administración considerará lo siguiente para determinar una postulación efectiva: nepotismo, conflicto de intereses, presupuesto y estatus de residencia.
2. Empleados (OR) de la Misión que se encuentren en periodo de prueba no son elegibles para postular. Empleados de la Misión que tenga una calificación de Necesita Mejora o No-satisfactoria en la evaluación de desempeño más reciente no podrán ser considerados para la postulación.
3. Empleados (NOR) contratados como Miembros de Familia (FMA) o Acuerdo Personal de Servicios (PSA) que se encuentren trabajando dentro de los primeros 90 días calendario en su actual puesto, no son elegibles para postular, a menos de que estén contratados dentro del horario Cuando Así lo Requiere (WAE).
4. El candidato debe ser capaz de obtener y mantener lo siguiente: Certificación Local de Seguridad.

COMO POSTULAR: Los candidatos deben presentar la siguiente documentación para ser considerados.

1. Solicitud Universal de Empleo como Personal Contratado Localmente o Miembro de Familia Elegible (DS-174) o postular con:
2. Cualquier otra documentación (por Ej. Ensayos, certificados, premios) que apoyen las calificaciones de los requerimientos del puesto arriba mencionada.

DONDE POSTULARSE:

Oficina de Recursos Humanos: Human Resources Office
Dirección: Avenida Arce # 2811
Ó a la dirección de E-mail: Vacancias@state.gov

IGUALDAD DE OPORTUNIDAD EN EL EMPLEO (EEO): La Misión de los Estados Unidos proporciona igualdad de oportunidades en el trabajo, trato justo y equitativo en el empleo a todas las personas sin distinción de raza, color, religión, sexo, origen nacional, edad, discapacidad, afiliación política, estado civil u orientación sexual. El Departamento de estado también se esfuerza por lograr la oportunidad de empleo igualitaria en todas las operaciones del personal a través de programas de mejora de continua diversidad. El procedimiento de queja de EEO no está disponible para individuos que creen que les ha negado la igualdad de oportunidades basada en el estado civil o afiliación política. Personas con este tipo de quejas deben acogerse a los procedimientos de queja correspondiente, remedios para prácticas prohibidas de personal, o cortes de alivio.