

UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Location: OTTAWA, CANADA

# CONSULAR MANAGEMENT ANALYST VACANCY NUMBER: 17-00

Friday, December 22, 2017
This Vacancy is **Open** 

**OPEN TO:** All Interested Candidates / All Sources

**POSITION:** Consular Management Analyst **Grade:** FSN-7; FP-7\*

**OPENING DATE:** Friday, December 22, 2017

**CLOSING DATE:** Friday, January 12, 2018

**WORK HOURS:** Full time; 40 hours per week

**SALARY:** Ordinarily Residents - FSN-7/1; 52,737CAD per annum

Not-Ordinarily Residents - FP-7/1; 42,169USD per

annum.\*

\*Final grade/step for NORs will be determined by

Washington.

**LENGTH OF HIRE:**N/A

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE

APPENDIX A FOR DEFINITION) MUST HAVE THE

REQUIRED WORK AND/OR RESIDENCE PERMITS TO BE

ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in OTTAWA is seeking an individual for employment in CANADA for the position of Consular Management Analyst in the Consular Office.

# **BASIC FUNCTION OF POSITION**

The employee is a Consular Management Specialist for Consular Team Canada (CTC) with extensive delegated responsibility to provide authoritative advice and recommendations on budgetary programming, resource allocation, and funds expenditure for Mission Canada's consular operations, including CTC's seven consular sections with staffing over 140 employees and an annual budget of over 13 million dollars. Employee is the subject matter expert on regulatory issues related to consular funding and their appropriate use. Employee serves as the primary liaison with the Mission offices and budget committee and is responsible for auditing the consular Mission-wide annual workload counts. Employee works closely with the Minister Councilor for Consular Affairs (MCCA) and the MCCA Special Assistant to manage various

special projects and provides daily operational support in the MCCA Office.

## 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.

- **1. Education:** Bachelor degree in economics, finance, accounting, business, or statistics.
- **2. Experience:** Minimum of four years of progressively increased responsibility in budget, analysis, accounting, human resources management, business administration, and/or customer service. A proven track record of independent decision making, problem solving, and project planning and implementation is required.
- 3. Language: Level IV (fluent) reading/writing/speaking English
- **4. Knowledge:** A thorough knowledge of regulations and procedures concerning personnel, budget, procurement, and travel. Knowledge of statistical analysis and project management methodologies. Knowledge of Mission and Consular strategic goals, USG finance and budget procedures, and ICASS platforms.
- **5. Skills and Abilities:** The employee must demonstrate the ability to quickly establish credible relationships throughout Mission Canada and build rapport with contacts. Excellent interpersonal skills, including the ability to guide, influence, and motivate. Ability to communicate clearly with a wide variety of people at all levels. Must have good organizational skills and a highly proactive work ethic, and be able to work independently, take initiative, and respond to directive. The employee must be able to produce and analyze accurate financial and statistical data, including forecasting changes in workload and staffing and interpreting data in terms of implications for present and future operations and resource requirements. The ability to draft clear and concise reports, correspondence, memos, and instructions. Project management skills and a creative approach to problem solving. Expert audit and accounting skills, ability to do financial projections and forecasting, ability to comprehend and apply complex regulations. Advanced skills using MS Excel, Word, PowerPoint, SharePoint and database software.
- **6. Interpersonal Skills:** Incumbent must have excellent oral and written communications skills. Must be able to communicate effectively with all levels of clientele.

# SELECTION PROCESS

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 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 a security clearance.

## 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 at https://ca.usembassy.gov/jobs/ or by contacting Human Resources. (See "For Further Information" above); and
- 2. A cover letter addressing each of the six required qualifications detailed in the job announcement by identifying them and addressing how the applicant meets each of the qualifications.
- 3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.).
- 4. Proof of eligibility to work in Canada (e.g., copy of passport, birth certificate, permanent residency card, etc.).

SUBMIT APPLICATION TO: Email your application to ottawahr@state.gov and

reference Vacancy Announcement number.

**POINT OF CONTACT:** ottawahr@state.gov

Phone:

#### **DEFINITIONS**

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.

**CLOSING DATE FOR THIS POSITION: FRIDAY, JANUARY 12, 2018** 

**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.

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