

U.S. Consulate General, Mumbai, India

U.S. Mission: MUMBAI, INDIA

Announcement Number: Mumbai-2018-L-16

Position Title: Protocol Assistant

Opening Period: July 2, 2018 – July 9, 2018

Position #/Series/Grade: BLA-000004/120/FSN-08

Salary: Rs. 778,270 (annual salary)

For More Info: Human Resources Office

Mailing Address: Human Resources Office (Recruitment Team)

U.S. Consulate General

C-49, "G" Block

Bandra-Kurla Complex

Bandra (East) Mumbai - 400 051

E-mail Address: MumbaiHRCareer@state.gov

Who May Apply: All Interested Applicants / All Sources

Applicants who applied for VA No. Mumbai-2018-L-12 need not re-apply as their application will be considered for this position.

Security Clearance Required: Local Security Certification or Public Trust

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the <u>Eight (8) Qualities of Overseas</u> Employees before you apply.

Summary: The U.S. Mission in Mumbai is seeking eligible and qualified applicants for the position of Protocol Assistant in the Executive Office.

The Work Schedule for this position is: Full Time (40 hours per week)

Start Date: Candidate must be able to begin working within a reasonable period of time (4-6 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: Yes

Duties: Position is the sole Protocol Assistant to the Executive Office serving five consular districts. Assists others in the Consulate on all matters relating to Protocol, and is the face of the Consulate to those in government, entertainment, civil society, academia, and at other diplomatic missions. Organizes representational activities and liaises with the Consul General's household staff for the successful execution of events. Provides expert guidance to Consulate staff on VIP visits and assists in coordinating meetings and organizing roundtables with Government of India officials. Acts at the Consulate's main point of contact and trainer for the Contact Management Database.

Qualifications and Evaluations

EDUCATION: Completion of two years of college studies is required.

Requirements:

EXPERIENCE: Minimum four years of experience in administrative field is required.

Evaluations:

LANGUAGE: Level IV (Fluency) Speaking, Reading and Writing of English is required. Level III (Good Working Knowledge) Speaking, Reading and Writing of Hindi is required.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): 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.

Other information:

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 and CS with reemployment rights **

^{*} IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The

certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

ADDITIONAL EMPLOYMENT CONSIDERATIONS INCLUDE, BUT ARE NOT LIMITED TO CONFLICTS OF INTEREST, NEPOTISM, BUDGET, RESIDENCY STATUS, ETC.:

- 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. This does not apply when the hiring mechanism is TEMP or the work schedule is intermittent or irregular.
- 4. Minimum age of 18 years is required.
- 5. All candidates must be able to obtain and hold a Local Security Certification and medical clearance.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

How to Apply: Applicants must submit a Universal Application for Employment (DS-174) which is available on our website https://in.usembassy.gov/embassy-consulates/jobs/mumbai/ or by contacting the Human Resources Office.

To apply for this position, applicants should electronically (or otherwise) submit the documents listed below along with the DS-174.

Where to Apply:

Mailing Address: Human Resources Office (Recruitment Team)

U.S. Consulate General

C-49, "G" Block, Bandra-Kurla Complex, Bandra (East)

Mumbai - 400 051

E-mail Address: <u>MumbaiHRCareer@state.gov</u> (Please insert the vacancy announcement number in

the subject of the e-mail. Applications without the vacancy announcement number or

with incorrect vacancy announcement number will not be accepted)

Mandatory/Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Are you a U.S. citizen (Yes/No)
- Copy of Orders/Assignment Notification (or equivalent)
- Residency and/or Work Permit Eligibility to work in India (Applicable to all nationals including host country nationals). Please attach a copy (please do not attach original documents) of any one of the document that confirms your legal eligibility to work in India (for example: Work Permit, Residency Permit, Overseas Citizen of India (OCI), Person of Indian Origin (PIO), PAN Card, Voter's ID, Aadhaar Card or equivalent).
- Passport copy
- School/High School/Degree (not transcript)
- School/High School/Degree with transcript
- Language Scores (if available)
- Driver's License (if applicable)
- Certificate or License (if applicable)
- DD-214 Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For Further Information: The complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office. To request the position description, kindly send an email to MumbaiHRCareer@state.gov.

Note: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding and your interest in working at the U.S. Consulate General, Mumbai.