

Position Vacancy Announcement



U.S. CONSULATE GENERAL GUADALAJARA

Vacancy Announcement Number: 2017-01

OPEN TO: All Interested U.S. Citizen Candidates

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: Consular Agent Vallarta, FZ-75%

OPENING DATE: 11/13/2017

CLOSING DATE: 12/12/2017

WORK HOURS: 30 hours/week

SALARY: Starting salary and position grade to be confirmed by Washington

Note: All ordinarily resident applicants must have the required Mexican permanent resident status to be eligible for consideration.

The U.S. Consulate General Guadalajara is seeking U.S. citizen applicants for a part-time Consular Agent position in Nuevo Vallarta, Mexico.

BASIC FUNCTION OF POSITION The Consular Agent is responsible for providing routine and emergency consular services as authorized by 22 USC Section 3943 (Section 303 of the Foreign Service Act of 1980) and the U.S. Department of State regulations in Title 22, Code of Federal Regulations (CFR) 71.1 and 71.6.

QUALIFICATIONS REQUIRED

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:** At least two years of post-secondary study (college, university, vocational school, or in the U.S. Armed Forces).
2. **EXPERIENCE:** At least two years of experience in customer service or two years of experience in U.S. government service.
3. **LANGUAGE:** Level IV (fluent) in English and Level III (good working knowledge) Spanish. (Please see section "How to Apply" on page 3 for test instructions).

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.

Selection criteria and conditions of employment:

The candidate shall meet the following requirements:

- a) Must be a U.S. citizen residing in Mexico with lawful permanent resident status recognized by the Secretary of Government National Migration Institute (INM) who has lived for some period of time in the United States. Must have complied with all U.S. laws including registration for selective service for all men between 18 and 26 years of age.

- b) Not work for Mexican federal, state or municipal governments.
- c) Not be a member of a national or foreign army.
- d) Not hold an elected position.
- e) Not work for a foreign mission or international organization.
- f) Not be an Honorary Consul for any other country.
- g) Five years of residence preferred in the location where the candidate will serve as a Consular Agent.

Although the Consular Agent may be informally accorded "honorary consul" status by the government of Mexico, the Consular Agent is not a diplomatic or consular officer of the United States of America. Therefore, the Consular Agent is not entitled to the privileges and immunities that diplomatic or consular officers enjoy under international law.

During the first year of employment, the new Consular Agent is initially appointed as an "Acting Consular Agent," pending completion of suitability and background check (3 FAM 8912.4) required for a Public Trust Certification security clearance. Required forms and procedures will be provided at entry on duty.

After the first year of employment, limited appointments of up to three years at a time, with no limit on the number of extensions, may be requested by the supervising post and approved by the Department of State.

Supervision:

The Consular Agent is under the direct supervision of the Consular Chief of the U.S. Consulate General in Guadalajara, Jalisco, Mexico. The incumbent receives an annual performance evaluation rated by the Consular Chief and reviewed by the Consul General. Training, supplies, and logistical support will be provided by the Consulate General in Guadalajara and U.S. Department of State.

Additional selection criteria:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving an initial probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under 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. All Locally Employed Staff (LES) who have less than one year working for the Mission are not eligible to apply.

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 at <https://mx.usembassy.gov/wp-content/uploads/sites/25/2017/08/DS-174.pdf>
2. Other documentation (e.g., copies of High School diploma, school transcripts, certificates, driver's license) that addresses the qualification requirements of the position as listed in page 1 and 2.
3. Non-Native Spanish speakers must present a Spanish Berlitz Online Proficiency Test (BOPT) with a minimum score of "C1" (Proficient User). Contact: centro.guadalajara3@berlitz.com.mx or 3641-4048 and 3121-3333 for information. (The exam fee is the applicant's responsibility). The minimum score required is 88. (Applicants who have completed a University Degree in Mexico or any other Spanish speaking country will be exempt from taking the Spanish Test.)
4. Non-native English speakers must present a TOEIC or TOEFL score, taken within the last two years with a minimum score of 850/620 respectively. Tests are accepted from any authorized testing center, <http://www.toEIC.mx/> , <https://www.ets.org/toefl> . (The exam fee is the applicant's responsibility). The scores for Level IV (Fluent) are: (TOEFL iBT 105+ or TOEFL ITP/PBT 620+ or TOEIC PBT 850+) Internal applicants who apply for a different position with the same required English level as their current job do not need to retest. Applicants who have completed a University Degree in the United States or any other English speaking country will be exempt from taking the English Test.

WHERE TO APPLY:

Human Resources Office at e-mail: HRGDL@state.gov (Please refer to position in subject line of e-mail.) Consular Agent. Please note that hard copies are not accepted. Electronic documents (in pdf or jpg format) must be attached to the e-mail.

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 (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: December 12, 2017

The US Mission in Mexico 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.