Position Vacancy

Announcement



U.S. Embassy, Mexico

U.S. Mission Mexico City

Vacancy Announcement Number: 2018/14

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 <u>not</u> be confused with a "hiring preference" which is explained later in this vacancy announcement.

POSITION: A53-258 Financial Assistant

OPENING DATE: February 2nd, 2018

CLOSING DATE: February 16th, 2018

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): \$242,395.06 pesos per year FSN-7

Not-Ordinarily Resident (NOR): FP-7*

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

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

The U.S. Mission in Mexico City is seeking eligible and qualified applicants for the position of Financial Assistant.

BASIC FUNCTION OF POSITION

Incumbent manages the submission of all Mission vouchers which are submitted to FMC for processing. S/he receives all invoices, purchase orders, medical claims and miscellaneous administrative vouchers for registration and distribution. Incumbent serves as the lead point of contact for all submissions to the Voucher Examiners. Provides a full range of executive assistant-type duties, keeping office files and records orderly in accordance with Department of State record retention policies and provide support to Voucher Examination section. He/she is in charge of sending notifications, rejections or seeking clarification from internal and external customers.

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:** High school education required.
- **2.- EXPERIENCE**: Two year experience in one or more aspects financial management or a work environment that includes an aptitude for figure and/ or detail- related duties.
- **3.- LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing of Spanish is required. Level IV (Fluent) Speaking/Reading/Writing of English is required. (This will be tested.)

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at: https://mx.usembassy.gov/wp-content/uploads/sites/25/Blank-PD-A53-258.pdf

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 pre-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 any of 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.
- 5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
- 6. All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.
- 1. **HOW TO APPLY:** Applicants must submit the following documents to be considered. Failure to do so Universal Application for Employment (UAE) (Form DS-174), which is available on this link: https://mx.usembassy.gov/wp-content/uploads/sites/25/2017/08/DS174.pdf
- 2. Last level of Education Certification (e.g., copy of High School Diploma, University Transcripts, Bachelor's Degree, Master's Degree, etc.)
- 3. Language Proficiency Certification:
 - a. If you are a native English speaker you need to take a Spanish test. Applicants should contact Carmen Caballero at (55) 5080-2000 extension 4336 on M-W-F from 7:30am to 8:30am. Non-EFMs will be responsible for test fee.
 - Or you may present your results in a Berlitz Spanish test center.
 - b. If you are a native Spanish speaker you need to take an English test from either TOEIC or TOEFL (iBT/ITP/PBT).
 - TOEIC Standard Testing Services, Gauss 9 Int 201-A, Col. Anzures, C.P. 11590, Del. Miguel Hidalgo, México. Tel. (55) 5540-3555 • (55) 5540-3959 • (55) 5540-0334 • (55) 5540-7242 (Valid for two (2) years)
 - ii. TOEFL (iBT/ITP/PBT). Information: https://www.iie.org/Why-IIE/Offices/Mexico-City (Valid for two (2) years); The scores for Level IV English (Fluent) are: (TOEFL iBT 106+ or TOEFL ITP/PBT 620+ or TOEIC PBT 850+)
 - iii. Bilingual applicants who have a university degree from the United States or another English speaking country do not need to take the test. Applicants must provide HR with a copy of their university degree.
 - c. If your native language is neither then you must take both tests.

.WHERE TO APPLY:

Human Resources Office at e-mail: mexicocityhrhd@state.gov (Please refer to position number in subject line of e-mail.) i.e. A53-258 Financial Assistant. Please note that hard copies are not accepted.

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)

<u>Eligible Family Member (EFM):</u> 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>U.S. Citizen Eligible Family Member (USEFM):</u> 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.

<u>Appointment Eligible Family Member (AEFM):</u> 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.

<u>Member of Household (MOH):</u> 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.