# Vacancy Announcement

U.S. Mission: Lima

Announcement Number: Lima-2018-05-30-A

**Position Title:** Supply Clerk

**Opening Period:** August 29, 2018 – September 21, 2018

Series/Grade: LE (Locally Employed)-0805 / FSN-05

FS (Foreign Service)-0805 / FP-09

**Salary:** S/ 54,933.66 – S/ 54,933.66 (Soles)

(Annual gross salary including July and December bonuses)

FP: US \$34,390.00 – US \$34,390.00 (U.S. Dollars)

(Annual gross salary)

For More Information: Send e-mail to LimaRecruitment@state.gov

Who May Apply: All Interested Candidates / All Sources

Security Clearance Required: Local Security Certification

**Duration of Appointment:** Indefinite subject to successful completion of probationary

period

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

**Summary:** The U.S. Mission in Lima is seeking eligible and qualified applicants for the position of **Supply Clerk (Receiving Clerk/Donations Coordinator)** in the International Narcotics and Law Enforcement Affairs Section (INL) in Grupo Aereo No. 8, Callao.

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 (30 days) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No.

**Duties:** Incumbent coordinates the administrative activities of the bi-lateral INL donation process with INL programs officers, INL and GSO procurement, INL warehouse, INL end-use monitors, and host country officials in order to make the donation process as efficient as possible, keeping supervisors and program advisors informed of the status of the donated items and ensuring that

INL and DOS procedures are followed. Incumbent is responsible for performing the tracking of INL goods purchased for donation until they are delivered to the host country government. He/she serves as the INL Lima designated receiving agent and has the responsibility to receive purchased items in the INL warehouse. This includes inspection, addressing discrepancies between invoice and actual items, warehousing, and the issuance of the receiving reports through the ILMS Asset Management software. Work location for this position is Grupo Aereo No. 8, Callao.

#### **Qualifications and Evaluations:**

• **Education:** Completion of high school is required.

## Requirements:

• **Experience:** Three-year experience in a logistical or administrative setting that involved the movement and/or tracking of items in a logistics chain is required. Valid driver license and five-year driving experience is required as employee will be an incidental driver of official vehicles.

#### **Evaluations:**

• Language: Level 3 (good working knowledge) Speaking/Reading/Writing of English is required. Level 4 (fluent) Speaking/Reading/Writing of Spanish is required. (This may be tested.)

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

<u>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</u>: 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:

<u>HIRING PREFERENCE SELECTION PROCESS</u>: 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 \*\*

<sup>\*</sup> 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 reemployment rights back to their agency or bureau.

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:** All candidates must be able to obtain and hold a local security certification. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site or in this link: Universal Application for Employment (UAE)

To apply for this position, applicants should electronically submit the documents listed below:

- DS-174 Application Form
- Certificate of required study
- Copy of identity document
- Presentation Letter
- Driver's License, if required
- DD-214 Member Copy 4, Letter from Veterans' Affairs, 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 at <a href="mailto:LimaRecruitment@state.gov">LimaRecruitment@state.gov</a>.

Thank you for your application and your interest in working at the U.S. Mission in Lima, Peru.

<sup>\*</sup> Please note that the maximum size for your application e-mail should not exceed <u>5MB</u>.

# SUPPLY CLERK FSN-05/FP-09 (INL)

## MAJOR DUTIES AND RESPONSIBILITIES

## **50% of time: Donations Coordination**

Serves as INL Lima's donations coordinator for those items purchased by INL Lima for donation to the government of Peru (GOP). After receipt of items for donation, determines for which agency they are destined, and initiates the administrative procedures necessary for a proper donation. Drafts the initial donation letter to the pertinent GOP agency informing them about the particulars of the donation and ensures that the document is signed by the appropriate INL Lima official before it is sent to the GOP. Receives the acceptance letter from the GOP, and coordinates with the INL Warehouse supervisor for the eventual delivery of the items. Creates the delivery document whereby both INL and the GOP acknowledge delivery of the items. Incumbent creates and maintains the appropriate hard copies and electronic documents that show all administrative procedures, from the items are received by warehouse to the eventual disposal of donated items. Incumbent may need to drive official vehicles for delivery of items.

# 50% of time: Receiving Clerk

As the Embassy-designated INL receiving clerk, the incumbent is responsible for the receipt and inspection of all INL-purchased property and the preparation and distribution of receiving reports. The receiving clerk is the link between the procurement, property, accountability, and certifying functions. When a receiving report is signed stating that the supplies or service have been received, the procurement process is completed, the accountability function begins, and the process for payment is initiated. Incumbent may need to drive official vehicles to transport items to/from the Embassy Warehouse and INL Warehouse in the Peruvian Air Force airport.