

VACANCY ANNOUNCEMENT

U.S. Mission: Manila

Announcement Number: Manila-2018-072

Position Title: Consular Communications Administrative Assistant

Opening Period: June 1, 2018 – June 18, 2018

Series/Grade: LES-7 / FP – 7

Series 0105

Salary: (PHP) 496, 342.00

For More Info: Human Resources Office

E-mail Address: <u>HRManila@state.gov</u>

(Please send applications in PDF format and indicate

Announcement Number in the subject line.)

Who May Apply: All Interested Candidates / All Sources

For USEFM - Actual FS salary is determined by

Washington D.C.

Security Clearance Required: Local Security Certification or Public Trust

Duration of Appointment: Indefinite - subject to successful completion of

probationary period.

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

Summary: The U.S. Mission in Manila is seeking eligible and qualified applicants for the position of Administrative Assistant in the Consular Section/Deputy Consul General Office (CON/DCGO).

The work schedule for this position is: Full-time (40 hours/week)

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

Supervisory Position: No

Duties: Performs a wide variety of office management functions for the Visa Chief/Deputy

Consul General and the Consular Communications Group.

Qualifications and Evaluations:

EDUCATION: Completion of two (2) years of college or university study in general coursework is required.

Requirements:

EXPERIENCE: Three (3) years of general office experience is required.

Evaluations:

LANGUAGE: Level 4 (Fluent) Speaking/Writing English and Tagalog language is required.

(This may be tested.)

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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in U.S. Mission in Manila may receive a compensation package that may include health, separation, and other benefits. For EFMs, benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

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:

- 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 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:

How to Apply: All candidates must be able to obtain and hold a [Local Security Certification or Public Trust] clearance. Applicants must submit a Universal Application for Employment (DS 174) which is available in https://ph.usembassy.gov/embassy/jobs/.

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

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

- DS-174
- Copy of Orders/Assignment Cable (or equivalent) For EFM
- Residency and/or Work Permit For U.S. citizen, with dual citizenship, or third-country national.

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.

Thank you for your application and your interest in working at the U.S. Mission in Manila.

Excerpt from 3 FAM 7120 - DEFINITIONS

Appointment eligible family member (AEFM): An individual who meets all of the following criteria is considered to be an AEFM for employment purposes:

- (1) Is a U.S. citizen;
- (2) Is the spouse or domestic partner (as defined in 3 FAM 1610) of a sponsoring employee (as defined in this section);
- (3) Is listed on one of the following:
 - (a) Travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan (AIT), or
 - (b) An approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the AIT, and is residing at the sponsoring employee's post of assignment abroad;
- (4) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
- (5) Is not a Foreign Service Generalist or Specialist in Leave Without Pay (LWOP) status:
- (6) Is not a Civil Service employee with re-employment rights to their agency or bureau.

Eligible family member (EFM): An individual who meets all of the following criteria is considered to be an EFM for employment purposes (country of citizenship is not a factor):

- (1) Is the spouse or domestic partner (as defined in <u>3 FAM 1610</u>) of a sponsoring employee (as defined in this section); or child of a sponsoring employee under 21 and unmarried, or (regardless of age) unmarried and incapable of self-support; or a parent (including step-parent or legally adoptive parent) or sibling who has been declared as 51% or more dependent on the sponsoring employee;
- (2) Is listed on one of the following:
 - (a) The travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan; or

An approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan, and is residing at the sponsoring employee's post of assignment.

- **U.S. Citizen Eligible Family Member (USEFM):** An individual who meets all of the following criteria is considered to be a USEFM for employment purposes:
 - (1) U.S. citizen;
 - (2) The spouse or domestic partner (as defined in <u>3 FAM 1610</u>) of the sponsoring employee (i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member); or a child of the sponsoring employee who is under 21 and unmarried, or (regardless of age) unmarried and incapable of self-support;
 - (3) Is listed on one of the following:
 - (a) Travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan; or
 - (b) Approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan, and is residing at the sponsoring employee's post of assignment abroad.
 - (4) The following categories of employees are also considered to be USEFMs for employment purposes if they meet the definition above:
 - (a) Foreign Service Generalists or Specialists on approved LWOP;
 - (b) Civil Service employees with re-employment rights to their agency/bureau; or
 - (c) Foreign Service or Civil Service annuitants.

Excerpt from 3 FAM 4180 - DEFINITIONS

MEMBERS OF HOUSEHOLD (MOHS)

Definition of Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., 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. MOHs are by definition cohabitants. Therefore, if the MOH is not a U.S. citizen, employees who declare MOHs to the COM must ensure compliance with the provisions of 12 FAM 275 Reporting Cohabitation with and/or Intent to Marry a Foreign National.

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

FURTHER, THE FOLLOWING APPLY TO LOCALLY EMPLOYED STAFF ONLY:

- 1. Current employees serving a probationary period are not eligible to apply.
- 2. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory or an MBC score of less than 100 points on their most recent Employee Performance Report (EPR) are not eligible to apply.

FURTHER, THE FOLLOWING APPLY TO EFMs, USEFMs, and AEFMs ONLY:

- 1. Current employees who used a hiring preference to gain employment who are within their first 90 calendar days of employment are not eligible to apply. This does not apply when the hiring mechanism is TEMP or the work schedule is intermittent or irregular.
- 2. Candidates with a hiring preference who have already accepted a conditional offer of employment may NOT be extended a second conditional offer of employment unless and until they withdraw their candidacy for the first position in writing.
- 3. **Candidates must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

^{**} This is not mandatory and may be deleted at Post's discretion. See Post HR for details.