



Embassy of the United States of America

Guatemala City, Guatemala

February 11, 2005

**VACANCY ANNOUNCEMENT
05-003**

OPEN TO: US Citizen Eligible Family Members (AEFMs) – All Agencies

POSITION: Consular Assistant (Biometrics)
Job-shared position
(FP-7)

OPENING DATE: February 11, 2005

CLOSING DATE: March 28, 2005

WORK HOURS: Part-time / 20 hours per week
From 7:30 to 11:30 a.m.
From 11:30 to 3:30 p.m. (no lunch break)

GRADE: AEFM
(Position Grade: FP-7 to be confirmed by Washington)
(Depending on qualifications and funding)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF US GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The US Embassy in Guatemala is seeking a **US Citizen EFM (AEFM)** for employment in country for the position of **Consular Assistant (Biometrics)** in the Consular Section.

BASIC FUNCTION OF THE POSITION:

Incumbent is responsible for collecting fingerprints for NIV and IV applicants. Prints will be collected after data entry and photo capture, but before officer interview and adjudication. Duties include visually confirming the applicant's identity based on the passport photo, instructing applicant in proper placement of fingers on the fingerprint-scanning machine, and capturing of fingerprints using biometrics software.

When time permits, incumbent will complete other assignments, such as class and INK name checks and other special assistance to the FPMU and ACS Units. Incumbent will also assist with IV, NIV or ACS cases and participate as needed in Embassy activities.

QUALIFICATIONS REQUIRED:

NOTE: All applicants are instructed to address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. High school diploma
2. Clerical, secretarial experience.
3. Applicants should be eligible for secret clearance.

Level IV speaking/reading English ability. Level II (basic) speaking/reading Spanish is required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. 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.
4. Successful candidate must be able to obtain the required security clearance.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612,
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Ruth Vallejo
American Embassy, Guatemala

DEFINITIONS:

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
 - ❖ U.S. Citizen Spouse or dependent who is at least age 18
 - ❖ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
 - ❖ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad.

CLOSING DATE FOR THIS POSITION: February 25, 2005

The US Mission in Guatemala is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.