



Embassy of the United States of America

Guatemala City, Guatemala

January 31, 2005

**VACANCY ANNOUNCEMENT
05-002**

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

POSITION: Administrative Assistant – Management Office
(FP-7)

OPENING DATE: January 31, 2005

CLOSING DATE: OPEN UNTIL POSITION IS FILLED

WORK HOURS: Part-time / 32 hours per week

GRADE: AEFM
(Position Grade: FP-7 to be confirmed by Washington)

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 **Administrative Assistant** in the Management Office.

BASIC FUNCTION OF THE POSITION:

Provides administrative and clerical support to the Management Officer. Provides occasional assistance to the Human Resources Officer, General Services Officer and other sub-section chiefs with classified or otherwise sensitive clerical needs. Serves as primary staff assistant for ICASS Council. Manages the school grant, duty officer and allowances reporting programs. Public contact is a large portion of the job.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. **Call 2326-4319 or 2326-4335.**

QUALIFICATIONS REQUIRED:

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

1. Completion of high school, supplemented by two years of study in business administration or similar field is required. An undergraduate degree in any field will substitute for the required two years of business administration.
2. One year of experience in an administrative or other clerical support position at an overseas US Mission is required. Two years in a domestic federal, state or municipal government position will substitute for the required one-year's experience at an overseas mission. Previous experience must have involved the use of advanced organizational and interpersonal skills.
3. Applicants must be US Citizens capable of obtaining a secret clearance. Successful candidate may not begin work until a Secret clearance has been granted by the Bureau of Diplomatic Security.
4. Level IV (fluent) speaking/reading English ability. Level II (fluent) speaking/reading Spanish is required. Candidates will take proficiency tests.
5. Must be proficient in MSWord, MSOutlook and MSEXcel. Must be familiar with US Government and US Mission operations, including ICASS guidelines, government ethics, and customer service principles.
6. Level III Typing (40WPM) is required. Must be able to use modern printers and photocopy equipment, web-based software, computerized telephone systems and other electronic office machinery.

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
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 28, 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.