



Embassy of the United States of America

Guatemala City, Guatemala

April 6, 2010

**VACANCY ANNOUNCEMENT
10-009**

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant - FAS
FSN-9, FP-5 (steps 1 through 4)*

OPENING DATE: April 7, 2010

CLOSING DATE: April 21, 2010

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident
Position Grade: FP-5 (steps 1 through 4)
to be confirmed by Washington

*Ordinarily Resident:
Position Grade FSN-9

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Guatemala is seeking an individual for the position of **Administrative Assistant at the Foreign Agricultural Services Office.**

BASIC FUNCTION OF THE POSITION:

Conduct a wide variety of administrative, financial and office management duties for the Office of Agricultural Affairs, Foreign Agricultural Services (FAS) in Guatemala, which requires in-depth knowledge of the budget and fiscal, administrative and general office procedures. Incumbent serves as the main Administrative Assistant to the Agricultural Counselor and Agricultural Attaché. Important liaison with FAS offices of Foreign Service Operations in Washington, D. C., in administrative and budget matters. Administrative lead for high-level Washington visits and interfaces with many high-level visits, including Secretarial delegations. Frequently provides guidance to FAS offices in El Salvador and Honduras on administrative and budget matters.

A copy of the complete position description which lists other duties, responsibilities and qualifications which will also be considered during the hiring/interview process, is available in the Human Resources Office. Tel: 2326-4319 or 2326-4335.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of three years of college studies is required.
2. Five years of progressively responsible experience in two or more phases of business management, office administration, budget and fiscal analysis is required. Of those years, at least two years of specialized experience with a USG Agency or an entity or comparable bureaucratic complexity is required.
3. Level IV (fluent) speaking/writing English is required. Level IV (fluent) speaking/writing Spanish is required. Candidates will take proficiency tests. English native speakers will take Spanish test (IGA). Spanish native speakers will take English test (TELP).
4. Must have thorough knowledge of computer skills in Microsoft Excel, Word, Outlook and PowerPoint is required. Candidates will take proficiency tests.
5. Must have strong knowledge of USDA and Embassy regulations for budget, fiscal, operating and administrative procedures, deep and extensive knowledge of local governmental and private sector agricultural organizations, business firms, trade practices and local customs.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a **local** 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 child 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; and
 - ❖ Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. NORs have a diplomatic visa and thus do not need a work permit.

CLOSING DATE FOR THIS POSITION: APRIL 21, 2010

The US Mission in Guatemala 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.