



Position Vacancy Announcement

No. 2009/12

OPEN TO: ALL INTERESTED U.S. CITIZEN CANDIDATES

POSITION: ADE-A10, BUDGET ANALYST/ADMINISTRATIVE ASSISTANT, FSN-9, FP-5 (steps 1-4)*

OPENING DATE: NOVEMBER 9, 2009

CLOSING DATE: NOVEMBER 23, 2009

WORK HOURS: Full-time; 40 hours/week

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

*Ordinarily Resident: \$348,590.06 Pesos per year (starting salary) (Position Grade: FSN-9).

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST OBTAIN THE REQUIRED WORK PERMIT AND/OR MUST HAVE THE APPROPRIATE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

ELIGIBLE FAMILY MEMBERS AND MEMBERS OF HOUSEHOLD MUST HAVE AT LEAST SIX MONTHS REMAINING TO THEIR TOUR OF DUTY TO APPLY FOR THIS JOB AND RESIDE AT POST WITHIN 30 DAYS OF THE CLOSING DATE OF THIS ANNOUNCEMENT

The U.S. Consulate General in Hermosillo is seeking an individual for the position of Budget Analyst/Administrative Assistant for the Department of Justice (DOJ).

BASIC FUNCTION OF POSITION

The employee calculates, monitors, and reconciles the budget for the office including government leased quarters. Employee is responsible for maintaining a filing system for and distribution of all office reports, for the oversight and reporting of the official government vehicle fleet, and for performing other administrative functions, as required.

QUALIFICATIONS

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

- Two years of college/vocational studies is required.
- Three years of progressively responsible experience in budget/fiscal, administrative and general office procedures is required.
- Level IV (fluent) English and Spanish (speak/read/write) required.
- Minimum of 40 wpm typing skills and word processing, database, spreadsheet and electronic mail proficiency is required.

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. APPLICANTS ARE REQUIRED TO SIGN A DRUG STATEMENT REGARDING ANY PRIOR DRUG USAGE BEFORE THEY CAN BE CONSIDERED FOR THE JOB. APPOINTMENT TO THE POSITION WILL DEPEND ON THE RESULT OF THE DRUG STATEMENT.
2. ALL CANDIDATES FOR EMPLOYMENT MUST PASS A BACKGROUND CHECK OR SECURITY INVESTIGATION. THE SECURITY PROCESS MAY TAKE UP TO THREE (3) MONTHS TO COMPLETE AND THE APPLICANT CANNOT BEGIN WORK UNTIL THE CLEARANCE PROCESS IS COMPLETE.
3. LOCALLY RESIDING US CITIZENS WHO ARE NOT EFM'S MUST HAVE RESIDED IN THE UNITED STATES OR HAVE BEEN ASSOCIATED WITH A US EMBASSY/CONSULATE OR US COMPANY IN A FOREIGN COUNTRY FOR THREE OUT OF THE LAST FIVE YEARS PRIOR TO APPLYING FOR THE POSITION.

4. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
5. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised position within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
8. In adherence to the recent guidance from the Government of Mexico (GOM) to comply with the Mexican Nationality Law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security clearance. Until further guidance is received from the Legal Office of the State Department, EFM's will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

TO APPLY:

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

1. Test score of English Language TOEIC or TOEFL, for non-native speaker. (Cost is the applicant's responsibility). The scores for Level IV (fluent) are: TOEFL iBT 105+ or TOEFL ITP/PBT 620+ or TOEIC PBT 850+.
2. Current resume or curriculum vitae; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their Form DD-214 with their application.
4. Other documentation (e.g., copy of high diploma, essays, certificates, awards) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

U.S. Consulate Hermosillo

Administrative Office

Monterrey 141, Hermosillo, Son., Mexico

E-mail address: Hermohr@state.gov

Fax (662) 217-1939

Please check the U.S. Consulate web site for future vacancy announcements: <http://hermosillo.usconsulate.gov/hermosillo-esp/Empleo.html>

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 she/he meets all of the following criteria:

-- US 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 US Foreign Service post or establishment abroad with a USG agency that is under COM 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 US 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 US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. **Member of Household (MOH):** Someone 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 permits for employment in country.

5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFM's and EFM's 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

CLOSING DATE FOR THIS POSITION: NOVEMBER 23, 2009

The US Mission in Mexico 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.

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