



*Embassy of the United States of America*

Guatemala City, Guatemala

October 16, 2007

## **VACANCY ANNOUNCEMENT 07-027**

- OPEN TO:** US Citizen Eligible Family Members (AEFMs) – All Agencies
- POSITION:** Community Liaison Office Coordinator  
FP-6, final grade/step to be determined by Washington
- OPENING DATE:** October 16, 2007
- CLOSING DATE:** OPEN UNTILL FILLED
- WORK HOURS:** Full time; 40 hours/week  
Job share candidates who wish to be considered for this position must apply as a team. The position may begin as part-time (16 hours per week), depending on the time it takes to obtain a security clearance.
- SALARY:** AEFM FP-6; final grade determination to be confirmed by Washington based on education and work experience.

**NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFMS, AS DEFINED BELOW) OF US GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY, ARE ELIGIBLE FOR CONSIDERATION. A U.S. 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 U.S. Embassy in Guatemala is seeking a **US Citizen Eligible Family Member (AEFM)** for employment as **Community Liaison Office (CLO) Coordinator**. The incumbent of this position reports directly to the Management Counselor and is a key service provider to other members of the U.S. Mission under the International Cooperative Administrative Support Services (ICASS) system.

**Applicants must have sufficient time left at post to complete a one-year appointment.**

**BASIC FUNCTION OF THE POSITION:**

The Community Liaison Office Coordinator, under the supervision of the Management Counselor, serves all USG employees and family members of the Mission. The Coordinator strives to improve and maintain the morale and quality of life through information and referral services, cultural and recreational programs and counseling. Duties of the CLO Coordinator fall into the following general categories:

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 must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. College studies are required.
2. Must have at least two years of clerical/administrative experience.
3. Applicants must be eligible to receive a Top Secret security clearance.
4. Level IV (fluent) speaking/writing English is required. Level II (limited knowledge) 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).
5. Must possess above average computer skills in Excel, Word, and Outlook. Candidates will take proficiency tests.
6. Good interpersonal skills are required, as the position involves substantial contact with other members of the U.S. Mission community.
7. Must possess general understanding of basic office procedures and administrative regulations used by the U.S. Government.

**SELECTION PROCESS:**

Only fully-qualified applicants will be considered for this position.

Fully-qualified US Citizen Family Members who are U.S. Veterans will be given preference over other candidates. Therefore, it is essential that the candidate address the required qualifications above in the application.

The Post Employment Committee (PEC) will conduct the interviews and select a recommended candidate. The Chief of Mission will give final approval. The actual appointment will be made by the WHA Bureau, who will establish the appropriate grade/step for selected candidate.

Job sharing is possible, but job share candidates must apply as a team.

**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. The candidate must be able to obtain and hold a **TOP SECRET** security clearance. Management may select another candidate if the successful candidate cannot obtain a TOP SECRET clearance in a reasonable period of time.

**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 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.

**CLOSING DATE FOR THIS POSITION: OPEN UNTILL FILLED**

**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.**