



Embassy of the United States of America

Guatemala City, Guatemala

March 26, 2008

**VACANCY ANNOUNCEMENT
08-020**

OPEN TO: All interested Candidates

POSITION: Program Specialist (Administration of Resources)
FSN-11*

OPENING DATE: March 26, 2008

CLOSING DATE: April 9, 2008

WORK HOURS: Full time; 40 hours/week

SALARY: *Ordinarily Resident:
Position Grade FSN-11

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 **Program Specialist (Administration of Resources)** at the Peace Corps Office.

BASIC FUNCTION OF THE POSITION:

Incumbent is responsible for all financial analysis, planning, administration and evaluation of budgetary operations, personnel and property management for the overall Peace Corps Program in Guatemala.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact **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. Bachelor degree in Business Administration or Accounting is required. In case of the lack of such degree, six years in excess of prior work experience mentioned in the following paragraph would be required.
2. Must have not less than 5 years of progressively responsible experience in Management or Administration where related work was performed up to a supervisor capacity.
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 possess technical accounting, personnel or human resources management and administrative knowledge, financial management, as well as knowledge of the social/political/economical/legal structure of the Host Country, differences and similarities between US and local cultures and procedures.
5. Good managerial skills and demonstrated inter-personal skills, communication skills in a people-to-people oriented enterprise are required.
6. Must be able to prepare accurate, clear and precise reports, as well as to analyze and evaluate administrative, budget and accounting data.

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 LE Staff members 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.
4. 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. 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. **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.

CLOSING DATE FOR THIS POSITION: APRIL 9, 2008

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.