



Embassy of the United States of America

Guatemala City, Guatemala

May 22, 2007

**VACANCY ANNOUNCEMENT
07-014**

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

POSITION: Program Assistant (NAS), FP-4*

OPENING DATE: May 23, 2007

CLOSING DATE: June 6, 2007

WORK HOURS: Full time; 40 hours/week

SALARY: *US Citizen Eligible Family Members
Position Grade: FP-4 to be confirmed by Washington

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM), AS DEFINED BELOW, OF U.S. 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 U.S. Embassy in Guatemala is seeking a US Citizen Eligible Family Member for the position of **Program Assistant** at the Narcotics Affairs Section (NAS).

BASIC FUNCTION OF THE POSITION:

Under the supervision of the NAS Director, directly supervises two FSNs. Manages the day-to-day operation of the NAS Financial and Administrative Support sections, and supervises the development of the annual NAS operating budget. Works directly with GOG officials to manage the NAS Demand Reduction Program, and represents NAS at meetings and official ceremonies related to demand reduction. Incumbent reviews the classified correspondence system as required.

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

QUALIFICATIONS REQUIRED:

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

1. College degree is required.
2. Must have at least two years of employment experience in Office Management and not less than two years in Budget Planning.
3. Level IV (fluent) speaking/writing English is required. Level III (good working 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).
4. General understanding of basic office procedures and administrative regulations used by the USG is required.
5. Good ability to use the Microsoft Word, Power Point, Windows and spreadsheet programs such as Microsoft Excel is mandatory. Candidates will take proficiency tests.

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 **SECRET** 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
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: JUNE 6, 2007

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.