



**UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT**



No. 145	Job Vacancy	December 20, 2007
OPEN TO:	US Citizen Eligible Family Members (AEFMs) and US Citizens only.	
POSITION:	Voucher Examiner *FP-7	
OPENING DATE:	Thursday, December 20, 2007	
CLOSING DATE:	Wednesday, January 15, 2007	
WORK HOURS:	Full time - 40 hours/week	
SALARY:	EFM: *FP-7 US \$ 32,062 (starting annual Salary) Position grade to be confirmed by Washington	

The U.S. Embassy in Bogota is seeking an U.S. Eligible Family Member (AEFM) for employment in country for the position of Voucher Examiner in the Drug Enforcement Administration Section (DEA).

BASIC FUNCTION OF POSITION

The incumbent works under the direct supervision of the Administrative Officer. The employee is responsible for maintaining all financial records and paying all invoices associated with DEA Bogota Country Office Government Leased Quarters and Official Government Vehicles.

QUALIFICATIONS REQUIRED

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

(All applicants must meet all the requirements listed below in order to be considered for subject position).

- a. Education: Completion of secondary school is required.
- b. Prior Work Experience: One year of general work experience is required.
- c. Language Proficiency: English Level III (good working knowledge) is required. Spanish Level I (rudimentary knowledge) is required.
- d. Knowledge: Basic knowledge of accounting is required.
- e. Skills and Abilities: Strong organizational and clerical skills are required. Must be familiar with word software and have minimal typing skills/accuracy.

LANGUAGE TESTING PROCEDURES:

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed. English language examinations are given at First Class English at a cost of 40,000 (Colombian pesos), the applicant is responsible for all costs incurred for this test. Spanish Examinations are presently given at the Embassy at no cost. You will be contacted and given the procedures for each examination.

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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.
- 3. 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 hire into a position with a When Actually Employed (WAE) work schedule.

4. **All applicants must be able to obtain a Department of Justice Secret clearance.** The mission of the Drug Enforcement Administration is to provide a drug free environment. Applicants, when applying for a position with DEA, must be aware of security clearance standards regarding any previous drug usage or experimentation. For further clarification/information, please contact the DEA Administrative Office.
5. Successful candidate must be able to complete a one year appointment.

TO APPLY

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

1. Application for U.S. Federal Employment (SF-171 or OF-612) <http://bogota.usembassy.gov>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
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.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

“US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office
Attention: Recruitment Unit
Carrera 45 No. 24B-27

- Embassy employees may submit the employment application to the Human Resources Office receptionist.
- Outside applicants may submit the employment application to the Embassy receptionist or mail to the address above, but application must arrive in the Embassy reception by the deadline. For timely receipt other options include FEDEX, DHL, etc.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

DEFINITIONS

1. Appointment Eligible Family Member (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 of 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 U.S. Government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.
2. Eligible Family Member (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, and 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 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 his/her 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, CS, and uniform service members who are eligible for employment under an American USG pay plan, on travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
6. Foreign Service National (FSN): A citizen of the host country.

CLOSING DATE FOR THIS POSITION: TUESDAY, JANUARY 15, 2007

The US Mission in Colombia 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.