



**UNITED STATES MISSION - BOGOTA  
VACANCY ANNOUNCEMENT**



No. 009

Job Vacancy

January 30, 2008

Note: US and third country citizens who are not Family Members of USG employees officially assigned to post and under Chief of Mission authority must attach copies of required work and/or residency permits for Colombia to be eligible for consideration.

OPEN TO:	All interested candidates
POSITION:	Secretary Sub Cashier FSN-6; FP-8*
OPENING DATE:	Wednesday, January 30, 2008
CLOSING DATE:	Wednesday, February 13, 2008
WORK HOURS:	Full-time; 40 hours/week
SALARY:	*Not-Ordinarily Resident: US \$29,379 (starting annual salary) (Position Grade: FP-8 to be confirmed by Washington)  Ordinarily Resident: Col. Ps. 23.046.709 (starting annual salary) (Position Grade: LCP/FSN-6)

The U.S. Embassy in Bogota is seeking an individual for the position of Secretary Sub Cashier in the General Services Office, Facilities Maintenance Unit (GSO/FM).

**BASIC FUNCTION OF POSITION**

Incumbent performs clerical work by assisting with the daily operation of the Facilities Maintenance Unit. S/he handles petty cash ensuring that proper procedures are followed and avoiding any kind of fraud and mismanagement

practices. S/he acts as backup to other administrative support personnel in the Facilities Maintenance Unit.

## **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: Two years of college, university, or trades school are required.
- b. Prior Work Experience: Three years of clerical experience are required including performing duties in clerical accounting or bookkeeping and bilingual exposure; bilingual exposure through English courses is acceptable.
- c. Language Proficiency: English level III (good working knowledge) is required. Spanish Level IV (fluent) is required. This will be tested.
- d. Knowledge: A general understanding of establishing controls over the custody and processing of cash, the concept of the accountability principle as well as background of customer service are required.
- e. Skills and abilities:
  - Typing level II (40 words per minute) required. This will be tested.
  - Must possess good working skills on Microsoft Office Suite including Outlook, Word and Excel applications.

## **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. Current Locally Employed Staff (LES) are ineligible to apply for advertised positions within the first six months of employment in their current position.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days 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. Current Locally Employed Staff (LES) applying for positions within the mission: the overall summary rating (section 3) of the employee's most recent performance evaluation must be Good or better for the employee to be eligible to apply for advertised vacancies within the Mission. If not, post HR must place the employee's application as "Not Eligible".

## **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>, check the About the Embassy link and then click on Human Resources – Vacancies; 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. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov>, check the About the Embassy link and then click on Human Resources – Vacancies.

5. 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. 24 B-27

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- 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.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of 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 personnel having diplomatic privileges and immunities.

6. Foreign Service National (FSN): A citizen of the host country.

**CLOSING DATE FOR THIS POSITION: WEDNESDAY, FEBRUARY 13, 2008**

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.