

VACANCY ANNOUNCEMENT # 09/05/20-A

PROGRAM ASSISTANT (Property Book Assistant),
FSN-7 (OR); FP-7 (EFM/MOH/NOR)

From: HR – Marianne Kompa
Open to: All interested candidates
Opening Date: June 22, 2009
Closing Date: July 6, 2009
Work Hours: Full-time - 40 hours per week

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Program Assistant in the Narcotics Affairs Section (NAS).

Basic Function of Position

The incumbent is responsible for the property book control, records and inspections of counter narcotics parts, materials, equipment and supplies. Will assist in the development and implementation of internal controls regarding all data entry of NAS property and will coordinate, supervise and participate in inspections and inventories concerning the property and end-use monitoring program at approximately 80 sites nationwide. The incumbent must travel to remote areas up to 7 days a month.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 2169.

Qualifications Required

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

1. Education: At least two years technical studies in Administration or Accounting is required.

2. Prior Work Experience: At least 4 years of progressively logistics/supply experience with at least two years in Property Book Management is required.

3. Language: Level II (Limited) Speaking/Reading English ability. Level IV (Fluent) Speaking/ Reading Spanish ability is required. This will be tested.

4. Knowledge: Familiarity with government donations, assistance programs and good knowledge of Department of State Property Book procedures is required.

5. Skills and Abilities: Must have extensive knowledge of computer programs specially databases. Must be tactful in dealing with American project officers and government and military officials. Heavy lifting up to 50 lbs on a regular basis is required.

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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.

To Apply

Interested candidates for this position should submit the following or the application will not be considered:

1. ***For applicants from within the Mission – Memorandum of Application and a resumé***, please contact the Human Resources Office, extension 2169 for this form or download the form from the intranet (HR Forms).
2. ***For applicants from outside the Mission - A current resumé or curriculum vitae with a cover letter.***

3. Candidates who claim US 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 Applications To:

Human Resources Office
Av. Lima-Polo Cdra. 1 s/n
Monterrico - Lima 33
Monday thru Friday, from 9.00 am to 2.00 pm
(except for Peruvian and American holidays)

Point of Contact:

Telephone: 618-2169
Fax: 434-1302

Definitions

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51

percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

C L O S I N G D A T E: July 6, 2009
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The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Cleared by: NAS – Richard Loveland _____