



U.S. EMBASSY BRIDGETOWN, BARBADOS ADMINISTRATIVE NOTICE

No. 42/10N

DATE: June 04, 2010

OPEN TO: All Interested Candidates

FROM: Leticia Macapinlac, Management Counselor (Acting)

POSITION: Visa Clerk (Biometrics), Consular Section

OPENING DATE: June 04, 2010

CLOSING DATE: June 18, 2010

WORK HOURS: Part time: At least 20 hours/week

LENGTH OF HIRE: Temporary position: until September 30, 2010

SALARY *Ordinarily Resident : (BDS\$46,777.00) p.a.; (Starting Salary)
(Position Grade: FSN-6)

*Not-Ordinarily Resident: US\$33,390.00 p.a. (starting salary)
(Position Grade: FP-08 is confirmed by Washington)

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

The U.S. Embassy in Bridgetown is seeking an individual for the position of Visa Clerk (Biometrics) in the Consular Section. The incumbent will be required to work at least 4 hours/day thru Sept. 30, 2010. The work hours will generally be from 7:30am – 11:30am. The position could be job-shared by two qualified candidates. Incumbent must be a US Citizen and be able to obtain and hold a Secret security clearance.

Basic Function of Position:

Processes all categories of non-immigrant visa applications submitted by mail and walk-in customers. Duties include reviewing applications and supporting documents, entering data, capturing photographs and biometric indicators (fingerprints) of each visa applicant, so that the Consular Officer can make decisions and ensure that the legal requirements of the application have been met. Procedures are standard and policies are clearly defined. Generally the employee receives work assignments and tasks according to a standard operating procedure, and then inputs relevant data into an established process. Position involves frequent interaction with the public.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Human Resources Office, Telephone number 227-4342).

QUALIFICATIONS REQUIRED

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

Education:

At a minimum, the position requires completion of high school or equivalent.

Prior Work Experience:

Two to three years of prior experience in administrative, paralegal or governmental position required.

Language Proficiency:

Level IV English, reading writing and speaking is required.

Job Knowledge:

A basic understanding of U.S. non-immigrant visa laws, procedures and policies is required.

Skills and Abilities:

Keyboarding and data entry skills with a high level of accuracy; mechanical skills in order to operate specialized office equipment; numerical skills in order to compile visa statistics and workload information is required. Typing skills will be tested.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) 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 U.S. 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.
6. 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 U.S. Federal Employment (SF-171 or OF-612); or LES-HR-001; 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.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
Willey Business Park
St. Michael BB14006
Telephone: (227-4342)
Fax: (227-4048)

*The mailbox address is: BridgetownHumanResources@state.gov to which one may electronically send one's application.

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 or Domestic Partner (as defined in 3 FAM 1610);
- 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.

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

CLOSING DATE FOR THIS POSITION: June 18, 2010

The US Mission in Bridgetown 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.