

**HUMAN RESOURCES NOTICE
VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 10-28**

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

POSITION: **Public Affairs Assistant (People to People Coordinator),
FP-5* (Full Performance)**

OPENING DATE: June 16, 2010

CLOSING DATE: July 07, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident/FMA: US\$ 46,736 p.a. (Starting salary)
(Position Grade: FP-5 to be confirmed by Washington)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (USEFM) AS DEFINED BELOW, OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY (COM) ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The United States Embassy in Panama is seeking an individual for the position of People to People Coordinator in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION

The incumbent is responsible for developing and coordinating people to people links between Panama and U.S.

A copy of the complete position description listing all duties and responsibilities is available on the Human Resources website: http://panama.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

NOTE: Although some of the information below has been provided in the application or resume, all applicants must still address each qualification/requirement detailed below, with specific and comprehensive information supporting each item, on a separate sheet of paper.

1. Education: Completion of bachelor degree in liberal arts or social science is required.

2. Experience: Two years of community relations-type experience in an NGO, social, governmental or academic institution or equivalent is required.
3. Language: Level III (Good Working Knowledge) Speaking/Writing/Reading English is required. Level II (Limited Knowledge) Speaking/Writing/Reading Spanish is required. (Testing will be conducted).
4. Job Knowledge: General knowledge of United States and Panama economic, educational and political structures.
5. Computer Skills: Knowledge of Microsoft Office Suite is required. (Testing may be conducted to determine the qualifications)
6. Skills and Abilities: Must have excellent inter-personal, communication, and organizational skills, including ability to work independently, problem solve and manage multiple tasks simultaneously.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 Citizens 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 position 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. Optional Application for U.S. Federal Employment OF-612; or
a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim U.S. Veterans preference must provide copy #4 of their Form DD-214 with their application.
3. 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 – Vacancy Announcement No. 10-28

NEC Building # 783

Demetrio Basilio Lakas Avenue

Monday through Thursday from 8:00 a.m. to 12:00 noon

2:00 p.m. to 4:00 p.m.

Friday from 8:00 a.m. to 12:00 noon

or

Via email to: panamaembjobs@state.gov

POINT OF CONTACT

Human Resources Office

FAX: (507) 207-7011

Email address: panamaembjobs@state.gov

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - The Spouse or the domestic partner as defined in 3 FAM 1610 of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
 - Listed on the travel orders of a direct-hire Foreign, Civil uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority and either:
 1. Resides at the sponsoring employee’s or uniformed service member’s post of assignment abroad; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. 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 U.S. Social Security Number (SSN).

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

CLOSING DATE FOR THIS POSITION: July 07, 2010

All applications must be received in the Human Resources Office by the closing date of the announcement.

The US Mission in Panama 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.

Cleared: HRO: TVenson
PAS: TMesa
HRO: MDeVega
FMO: TCarpenter