

**HUMAN RESOURCES NOTICE  
VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: 10-32**

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

**POSITION:** Secretary Rover, FP-8\*

**OPENING DATE:** June 29, 2010

**CLOSING DATE:** July 13, 2010

**WORK HOURS:** When Actually Employed (WAE)\*\*

**SALARY:** \*USEFM: US\$15.99 per hour (Starting Salary)  
(Position Grade: FP-8 to be confirmed by Washington)

\*\*Successful applicant will be placed on a roster and may be called to work on an as needed basis. The duties described will vary depending on the office.

**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 Secretary Rover in the Mission.

**BASIC FUNCTION OF POSITION**

The incumbent provides office management support to any Department of State office/section within the Mission either as the sole support of the office, or to assist an Office Management Specialist. Act as security escort when required.

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](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 selection criterion detailed below, with specific and comprehensive information supporting each item, on a separate sheet of paper.**

1. Education: High school diploma or GED equivalent is required.
2. Experience: One year of general office experience is required.
3. Language: Level IV (fluent) Speaking/Reading/Writing English language is required. Level I (rudimentary) Speaking/Reading/Writing Spanish Language is required. (Testing will be conducted to determine qualifications).

4. Job Knowledge: Knowledge of general office procedures is required.
5. Computer Skills: Knowledge of Microsoft Office Suite and Internet is required.
6. Interpersonal Skills: Must be able to work with all levels of the Embassy and the general public operating courteously and tactfully.

## **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, including mentioning of USEFM or Veteran status.

## **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. Currently 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.
6. The candidate must be able to obtain and hold a Top Secret security clearance.

## **HOW 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 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. 10-32  
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](mailto:panamaembjobs@state.gov)

## **POINT OF CONTACT**

Human Resources Office

FAX: (507) 207-7011

Email address: [panamaembjobs@state.gov](mailto:panamaembjobs@state.gov)

## **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,
- 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, or 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 US 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 13, 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  
HRO: MDeVega  
A/MGT: DGarcia  
FMO: TCarpenter