

**HUMAN RESOURCES NOTICE
URGENT VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 09-46**

OPEN TO: US Citizen Eligible Family Members (USEFMs), US Citizen Domestic Partners and US Citizen Members of Household (MOH) – All Agencies

POSITION: Secretary Rover, FP-8*

OPENING DATE: August 13, 2009

CLOSING DATE: August 27, 2009

WORK HOURS: Part-time; When Actually Employed (WAE)**

SALARY: *AEFM: US\$14.48 per hour (Starting Salary)
(Position Grade: FP-8 confirmed by Washington)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS, US CITIZEN DOMESTIC PARTNERS AND US CITIZEN MEMBERS OF HOUSEHOLD AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM OR DOMESTIC PARTNER 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 U.S. Embassy in Panama is seeking two (2) individuals for employment in country for the position of Secretary Rover in the Mission.

BASIC FUNCTION OF POSITION

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

QUALIFICATIONS REQUIRED

NOTE: Although some of the information below may have been provided in the application or resume, all applicants must still address each selection criterion detailed below, with specific and comprehensive 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 (Word) 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 equally qualified, U.S. Citizen Eligible Family Members (USEFMs), Domestic Partners and U.S. Veterans will be given preference. Therefore, it is essential that candidates 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. Currently Ordinarily Resident employees with 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 FMA appointment are ineligible to apply for advertised position 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 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 a copy 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
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.

or

Via email to: panamaembjobs@state.gov
Subject line: 09-46 Secretary Rover

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, 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. 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, and 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 U.S. Citizen.

CLOSING DATE FOR THIS POSITION: August 27, 2009

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.

Clearance:HRO:MDeVega
MGT:MXPerry