

**HUMAN RESOURCES NOTICE
VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 10-27**

OPEN TO: Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

POSITION: Sub-Cashier, FSN-6**; FP-8*

OPENING DATE: May 18, 2010

CLOSING DATE: June 1, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident/FMA: US\$ 33,390 p.a. (Starting salary)
*Not-Ordinarily Resident/PSA: US\$ 30,684 p.a. (Starting salary)
Position Grade: FP-8 to be confirmed by Washington)

**Ordinarily Resident (OR): US\$13,121 p.a. (Starting salary)
(Position Grade: FSN-6)

NOTE: AN ELIGIBLE FAMILY MEMBER 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.

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

The United States Embassy in Panama is seeking an individual for the position of Sub-Cashier in the Consular Section.

BASIC FUNCTION OF POSITION

The incumbent of the position will collect fees for all units of the Consular Section and Bureau of Citizenship and Immigration Service (BCIS). Also, incumbent will prepare all notarial services.

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 has been provided in the application or resume, all candidates must still address each qualification/requirement detailed below.

with specific and comprehensive information supporting each item, on a separate sheet of paper.

1. Education: Two years of college or university studies in administration/management, law, public relations or finance is required.
2. Experience: Two years of work experience in cashier functions and clerical work is required.
3. Language: Level III (Good working knowledge) speaking/reading/writing English language is required. Level III (Good working knowledge) reading/speaking/writing Spanish is required. (Testing will be conducted to determine qualifications).
4. Job Knowledge: Knowledge of Panamanian notarial services is required.
5. Computer Skills: Must possess knowledge of Microsoft Suite. (Testing may be conducted to determine qualifications).
6. Skills and Abilities: Must be able to operate a computerized cash register and possess customer service skills.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application, including mentioning 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. 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 applicants for this position must submit the following or the application will not be considered:

1. Application for US 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 US Veterans preference must provide a 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. **10-27**
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. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:
 - US Citizen; and,
 - The spouse or 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 or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either
 1. Resides at the sponsoring employee's post of assignment abroad or, as appropriate, 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. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form SF-1190, Foreign Allowances Application, Grant and Report, processed authorizing ISMA.

2. Eligible Family Members (EFM) – An individual related to a US Government employee in one of the following ways:

- Children who are unmarried and under 21 years of age or, regardless of age, are unmarried and incapable of self-support. The term “children” shall include natural offspring, step-children, adopted children, and those under permanent legal guardianship (at least until age 18), or comparable permanent custody arrangement, of the employee or spouse upon and normally residing with the guardian or custodial party; and
- Parents (including stepparents and legally adoptive parents) of the employee or of the spouse or of the domestic partner as defined in 3 FAM 1610 and when such parent is at least 51 percent dependent on the employee for support;
- Sisters or brothers (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse or domestic partner as defined in 3 FAM 1610, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support; and
- Spouse or same-sex domestic partner as defined in 3 FAM 1610.

3. Member of Household (MOH) – An individual who accompanies a sponsoring employee, i.e., direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority. An MOH is:

- Not an EFM; and,
- Not on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, 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, or other relative or adult child who falls outside the Department’s current definition of eligible family member. A MOH may or may not be a U.S. 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.

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

CLOSING DATE FOR THIS POSITION: (June 1, 2010)

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:
CONS: M.Fry
HRO: TVenson
RHRO:MMasterson
HRS:MDevega
B&F: RNaranjo