

Vacancy Announcement Number 08-0109

Position: Consular Agent

Open to: All Interested Candidates

Opening Date: November 14, 2008 **Closing Date:** December 4, 2008

Work Hours: Part-time, 15-20 hrs/wk

Position Grade: FZ-45% (\$16,543 p.a.)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS (TEMPORARY OR PERMANENT) TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS MUST PROVIDE DOCUMENTATION WITH THEIR APPLICATION THAT DEMONSTRATES THEY HAVE THE RIGHT TO LIVE AND WORK IN THE RUSSIAN FEDERATION.

The U.S. Consulate General in Vladivostok is seeking an individual for the position of Consular Agent in Yuzhno-Sakhalinsk.

BASIC FUNCTION OF THE POSITION

This position functions as the Consular Agent in Yuzhno-Sakhalinsk with responsibility for all of Sakhalin Island. The position is under the direct supervision of the Consular Officer of the U.S. Consulate General Vladivostok Russia. The incumbent provides a wide range of emergency and non-emergency services to U.S. citizens on Sakhalin Island.

A copy of the complete position description listing all duties and responsibilities is available in the Moscow or Vladivostok HR Office.

QUALIFICATIONS REQUIRED

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

1. High school diploma or equivalent is required.
2. Two years relevant experience in office work and/or customer services and/or in U.S. government service is required.
3. Level IV (fluent) spoken and written English is required. (Will be tested)
4. Basic understanding of Sakhalin Island, including the activities of Americans working on the island is required.
5. Strong interpersonal skills and a client/customer-oriented disposition are required.

SELECTION PROCESS

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that all candidates **address the required qualifications** above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and visa status in determining successful candidacy
2. Must be able to obtain and hold a Public Trust Certification.

TO APPLY

Interested candidates for this position should submit the following documents in English, noting the position applying for:

- A. Application for Federal Employment (SF-171 or OF-612) or a current resume or curriculum vitae that provides the same information as an OF-612.
- B. In order to be considered, applicants must submit a narrative statement on a separate page with specific responses to each of the required qualifications in this announcement.
- C. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- D. Documentation (essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: Human Resources Office

Fax: (7495) 728-5105

Email: Moscowhr@state.gov

Preferred way of sending resumes is on-line.

DEFINITIONS

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 4, 2008

The US Mission in Russia 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.