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**UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT**

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No. 109

Job Vacancy

October 13, 2004

OPEN TO: All U. S. Citizens

POSITION: **ADMINISTRATIVE ASSISTANT**

OPENING DATE: **Thursday, October 14, 2004**

CLOSING DATE: **Thursday, October 28, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-6
EFM/NOR - FP Scale = FP-8

If you are a U.S. Citizen Eligible Family Member and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must have the required work and/or residency permits to be eligible for consideration.

Applicant must attach a copy of work and/or residency permit.

"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612 <http://bogota.usembassy.gov>) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Recursos Humanos” - "Vacantes".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
 Attention: Recruitment Unit
 Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist. Outside applicants must submit the employment application to the Embassy receptionist. EFMs not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the Administrative Assistant position in Drug Enforcement Administration (DEA).

BASIC FUNCTION OF POSITION

Group Assistant in support of Enforcement Groups in a foreign country office. Provides clerical and administrative assistance as required to facilitate mission accomplishments. Assists CS Coordinator as an investigative aide. Back up for Group 2 (sending cables and performing case management functions and Cast. Back-up daily printing of in-coming and out-going cable traffic for both Assistant Regional Directors and office chron file. Translates documents when needed.

REQUIRED QUALIFICATIONS

NOTE: Candidates who do not meet these required qualifications will not be considered.

- a. Education: Completion of secondary school is required.
- b. Prior Work Experience: One year of general work experience.
- c. Language Proficiency: Level IV English (Fluent). Level I Spanish (limited knowledge) are required.
- d. Knowledge: Knowledge of the duties, priorities, commitments, policies and program goals of the staff sufficient to perform non-routine assignments such as summarizing information from files, and coordinating the work of the group with the work of other offices is required.
- e. Skills and Abilities: Good organizational and secretarial skills are required. Must be able to type 40WPM. Ability to prepare a wide variety of recurring reports and documents from information obtain from the staff, files and other sources is required. Skills in the use of automation equipment and of computer software needed to perform work involving automated systems are required.

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. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the

U.S. Civil, Foreign , or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.

2. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

3. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

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 permit for employment in country.

5. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. **Foreign Service National (FSN):** A citizen of the host country.

CLOSING DATE FOR THIS POSITION: OCTOBER 28, 2004
An Equal Opportunity Employer

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ADMINISTRATIVE ASSISTANT – DEA.doc

