

U.S. Embassy, Mexico

Position Vacancy

Announcement



U.S. Mission Mexico City

Vacancy Announcement Number: 2017-102

TRADUCCION DE CORTESIA AL FINAL DE ESTE DOCUMENTO

OPEN TO: All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: A52-237 Warehouse Worker FSN-4

OPENING DATE: December 22nd, 2017

CLOSING DATE: January 5th, 2017

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): \$163,371.34 pesos per year FSN-4
Not-Ordinarily Resident (NOR): FP-AA* Not-Ordinarily Resident (NOR): FP-AA*
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Mexico City is seeking eligible and qualified applicants a Warehouse Worker position.

BASIC FUNCTION OF POSITION

A warehouse worker is responsible for all movements of Mexico City USG property worth over 20 million dollars, Performs delivery and pick up of furniture, furnishings, appliances and office equipment among the warehouse, over 400 USG leased and owned residences, and several office locations throughout the city. Assembles and disassembles furniture. Ensures proper handling of USG property during moves and storage, repairs and cleans items or refers for professional cleaning, and ensures records are updated

for all movements in the worldwide property database by scanning items prior to each movement. Prepares, sets up, and disassembles furniture and equipment for special events – VIP visits, Embassy representational events, CMR/DCR events, auctions, and inventories.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Local secondary school diploma
- 2. EXPERIENCE:** Six months of warehousing or inventory of property and supplies is required, two years of safe driving experience.
- 3. LANGUAGE:** Level 3 (Good Working Knowledge) Speaking/Reading/Writing of Spanish is required. Level 2 (Limited Knowledge) Speaking/Reading/Writing of English is required. (This will be tested.)
- 4. SKILLS AND ABILITIES:** Driving license is required. Must be able to lift 50 pounds.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at: <https://mx.usembassy.gov/wp-content/uploads/sites/25/2016/12/Blank-PD-for-A52-240-A52-241Warehouseman-Worker.pdf>

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a pre-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

****** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: Local security certification.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
6. All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on this link: <https://mx.usembassy.gov/wp-content/uploads/sites/25/2017/08/DS174.pdf>
2. Last level of Education Certification (e.g., copy of High School Diploma, University Transcripts, Bachelor's Degree, Master's Degree, etc.)
3. Copy of your driver's license.
4. Free English exam that must be requested in the email below. You must have already sent the rest of the documentation required above to be scheduled. Alternatively, you may present non-expired results of a TOEIC or TOEFL test.

WHERE TO APPLY:

Human Resources Office at e-mail: mexicityhrd@state.gov (Please refer to position number in subject line of e-mail.) i.e. **A52-237 Warehouse Worker FSN-4. Please note that hard copies are not accepted.**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- 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 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- 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 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**

- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

TRADUCCION DE CORTESIA

No: 17-102
Dirigido a: Todos los candidatos interesados
Nombre de la posición: **A52-237 Almacenista FSN-4**
Fecha de apertura: 22 de Diciembre, 2017
Fecha de vencimiento: 5 de Enero, 2017
Horas de trabajo: Tiempo completo: 40 horas / semana

Salario: **Residente Ordinario: (OR): \$163,371.34 pesos al año (FSN-4)**

(Nota: Todos los solicitantes residentes deben de tener el permiso de trabajo obligatorio y / o deben tener el permiso de residencia correspondiente para poder ser elegibles.)

La Embajada de EE.UU. en la Ciudad de México busca una persona para el cargo de Almacenista para la Oficina de U.S. (GSO).

Función básica de la posición

El Almacenista es responsable de todos los movimientos de la propiedad de la ciudad de México USG por valor de más de 20 millones de dólares. Realiza la entrega y recogimiento de mobiliario, electrodomésticos y equipo de oficina entre el almacén, más de 400 residencias arrendadas y propiedad de USG, entre la ciudad. Monta y desmonta los muebles. Asegura el manejo apropiado de la propiedad USG durante los movimientos y el almacenamiento, repara y limpia artículos o contacta a limpieza profesional y asegura que los registros se actualicen para todos los movimientos en la base de datos mundial de propiedades analizando artículos antes de cada movimiento. Prepara, monta y desmonta los muebles y equipos para eventos especiales: visitas VIP, eventos de representación de la Embajada, eventos CMR / DCR, subastas e inventarios.

Requisitos:

Nota: Todos los solicitantes deben llenar los requisitos detallados a continuación con información específica y amplia.

- 1. EDUCACION:** Certificado de Secundaria Local
- 2. EXPERIENCIA:** 6 meses como almacenista o en inventarios de propiedades y suministros. Dos años de experiencia profesional de manejo de vehículos sin ningún incidente.
- 3. IDIOMA:** - Nivel 2 (Conocimiento limitado) de Inglés y Nivel 3 (Buen conocimiento) de Español. (Sera evaluado).
- 4. HABILIDADES Y CAPACIDADES:** Debe ser capaz de levantar 50 libras y tener una licencia de conducir válida.

PARA MAYOR INFORMACION: Una copia de la Descripción de puesto puede ser consultada en el siguiente link: <https://mx.usembassy.gov/wp-content/uploads/sites/25/2016/12/Blank-PD-for-A52-240-A52-241Warehouseman-Worker.pdf>

PARA APLICAR: Los candidatos interesados en esta vacante deberán presentar lo siguiente o su solicitud no será considerada:

- Solicitud de Empleo Federal (DS-174) Universal Application for Employment (UAE) <https://mx.edit.usembassy.gov/wp-content/uploads/sites/25/2016/11/UAESPNISH.pdf> mas
- Diploma de escuela secundaria o preparatoria.
- Licencia de Conducir
- **Examen de inglés gratuito que deberán solicitar en el correo electrónico que abajo se indica.**
Deberán ya haber enviado el resto de la documentación requerida arriba para poder ser agendados. Alternativamente, podrán presentar resultados no vencidos de un examen TOEIC o TOEFL.

ENVÍE SU DOCUMENTACIÓN COMPLETA A:

Correo: mexicocityhrhd@state.gov con el asunto: **A52-237 Almacenista. Solicitudes impresas no serán aceptadas**