

Position Vacancy

## Supervisory Consular Assistant (Naha)

**OPEN TO:** All Interested Parties  
**POSITION:** Supervisory Consular Assistant (Naha) (A30101)  
**OPENING DATE:** January 11, 2013  
**CLOSING DATE:** February 14, 2013  
**WORK HOURS:** Full Time: 40 hours/week  
**SALARY:** **Full Performance Level**  
Ordinarily Resident (OR) ¥10,428,220 p.a.  
(Position Grade: FSN-9)  
Not-Ordinarily Resident (NOR)  
(Position Grade: FP-5, Step 1 through 4 / Starting salary will be determined by Washington.)  
**Trainee Level**  
Ordinarily Resident (OR) ¥8,664,261 p.a.  
(Position Grade: FSN-8)  
Not-Ordinarily Resident (NOR)  
(Position Grade: FP- 6 / Starting salary will be determined by Washington.)

**All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.**

The U.S. Consulate General Naha is seeking a Supervisory Consular Assistant in the Consular Section.

### **BASIC FUNCTION OF POSITION:**

#### **Full Performance Level**

Under the supervision of the Consular Section Chief, serves as supervisor of the Consular Section's Locally Employed (LE) Staff. Resolves the most sensitive individual cases, as well as manages larger issues relating to the work in all 4 sub areas: American Citizen Services (ACS), Federal Benefits, Non Immigrant Visa (NIV) and Immigrant Visa (IV) sections. Establishes high level contacts with the host government and local environment to facilitate the successful resolution of all cases.

#### **Trainee Level**

Under the close supervision of the Consular Section Chief, serves as supervisor of the Consular Section's Locally Employed (LE) Staff. Resolves sensitive individual cases, as well as manages larger issues relating to the work in all four sub areas: ACS, Federal Benefits, NIV and IV sections. Establishes high-level consular contacts with the Japanese government and key local actors to facilitate the successful resolution of cases.

### **QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

### **Full Performance Level**

1. **Education:** The minimum educational requirement is Associate degree.
2. **Prior Work Experience:** The position requires a minimum of three years of progressively responsible work involving the application of complex regulatory material along with extensive public contact or closely related experience. Twelve months of supervisory experience, to include writing evaluation reports and counseling employees, is also necessary to be considered for the position.
3. **Language Proficiency:** Level IV\* English/Japanese. Language proficiency may be tested.
4. **Knowledge:** Must have authoritative knowledge of applicable Consular laws, regulations, and procedures and Departmental instructions as well as pertinent local laws and practices. Extensive, in-depth knowledge of U.S. immigration and nationality law is required, staying current with sometimes rapidly changing laws and regulations. Jobholder must be knowledgeable about specific Consular Section procedures. Jobholder needs to be familiar with Japanese civil registry documents and with Japanese immigration and nationality laws and regulations. Jobholder must maintain a working familiarity with passport and Consular Report Birth Abroad processing procedures on the various bases in Okinawa.
5. **Skills and Abilities:** Incumbent must be able to apply his/her knowledge of complex laws and regulations, and precedents to a wide variety of work situations to explain his/her interpretations to colleagues and to the public. Needs to be adaptive in order to deal with sudden changes to laws or procedures. Must have excellent interpersonal skills in order to fulfill his/her leadership role and to interact with a wide variety of contacts including applicants for Consular services, U.S. military representatives, other United States Government offices (USG), and Government of Japan (GOJ) offices. Ability to organize own workload and that of others. Basic computer skills. Driving skills. Ability to attend to emergency situations outside of work hours as needed.

### **Trainee Level**

1. **Education:** The minimum educational requirement is Associate degree.
2. **Prior Work Experience:** The position requires a minimum of three years of progressively responsible work involving the application of complex regulatory material along with extensive public contact or closely related experience.
3. **Language Proficiency:** Level IV\* English/Japanese. Language proficiency may be tested.
4. **Knowledge:** Incumbent needs to be familiar with Japanese civil registry documents and with Japanese immigration and nationality laws and regulations.
5. **Skills and Abilities:** Incumbent must be able to apply his/her knowledge of complex laws and regulations, and precedents to a wide variety of work situations to explain his/her interpretations to colleagues and to the public. Needs to be adaptive in order to deal with sudden changes to laws or procedures. Must have excellent interpersonal skills in order to fulfill his/her leadership role and to interact with a wide variety of contacts including applicants for Consular services, U.S. military representatives, other USG offices, and GOJ offices. Ability to organize own workload and that of others. Basic computer skills. Driving skills. Ability to attend to emergency situations outside of work hours as needed.

\* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>.

### **SELECTION PROCESS:**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically 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. 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.
6. All candidates for employment must submit their applications in English by the closing date.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-0174); **or**
2. A combination of Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **Section 3A**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)

- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle,  
Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S.  
Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

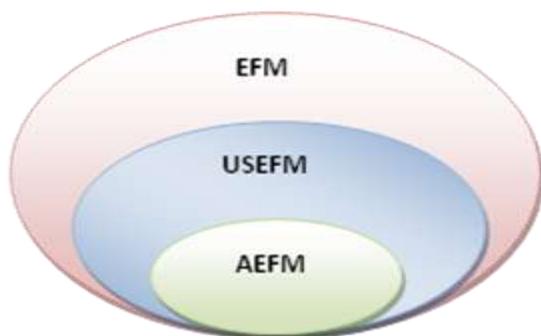
Applications are available at <http://japan2.usembassy.gov/e/info/tinfo-jobs.html>.

### SUBMIT APPLICATION TO:

Human Resources Office  
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420  
Or by fax: 03-3224-5818

### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

#### 1. Eligible Family Member (EFM):

An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

**2. 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,
- EFM (see above) 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, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or 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.

**3. Appointment Eligible Family Member (AEFM):**

EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is 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 (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

**4. 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, 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.

#### **5. 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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

#### **6. Ordinarily Resident (OR)**

A Foreign National or U.S. 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.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

***CLOSING DATE FOR THIS POSITION: February 14, 2013***

The U.S. Mission in Tokyo 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 (EEO) 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.