

U.S. MISSION – PARAGUAY

July 29, 2010

MANAGEMENT NOTICE

TO: ALL EMPLOYEES – ALL AGENCIES

SUBJECT: VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT ANNOUNCEMENT NO. 21/10

OPEN TO: ALL INTERESTED CANDIDATES – ALL AGENCIES

POSITIONS: Receptionist, FSN-125-4

EMPLOYEE OFFICE: USAID/Paraguay

OPENING DATE: July 30, 2010

CLOSING DATE: August 13, 2010

WORK HOURS: Full-time; 40 hours/week

STATUS: Personnel Services Contract (PSC).

SALARY: Gs. 54,179,931 p.a. (Starting salary – Position Grade: FSN-4)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

BASIC FUNCTION OF POSITION

This position is located in the Executive Office, USAID/Paraguay, Asuncion, and performs telephone operator and receptionist duties in support of the Mission.

The incumbent places long distance calls and maintains a log of outgoing long distance calls. Ensures coverage from 0730 to 1730 hours from Mondays to Thursdays and from 0800 to 1200 on Fridays. Receives incoming correspondence, forwarding official correspondence to the Director's Secretary and distributing personal letters to staff members. Performs as a back up to the Administrative Assistant with regards to making hotel reservations and travel arrangements for visitors and staff, updating welcome kits and also serves as back-up to the Director's Secretary.

A copy of the complete position description listing all duties and responsibilities is available at <http://paraguay.usaid.gov/business.html>

QUALIFICATIONS REQUIRED

- 1- Completion of Secondary School is required.
- 2- One to two years of general work experience is required.
- 3- English Level III (good working knowledge) is required and Spanish Level IV (fluent) is also required.
- 4- Good working knowledge of computer hardware and software is required.
- 5- The incumbent must be very organized and able to plan his/her work at least one month ahead.

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 PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

All interested candidates must submit the following application package. Unless otherwise specified, the application language is English.

- A **cover letter** indicating the job title/number and highlighting the particular qualifications from the applicant for the position requirements, as advertised.
- A current detailed resume which provides the following additional information as appropriate:
- Indication of nationality (also dual nationalities) and address of residence

- For non-Paraguayan citizens only: Evidence of authorization to work in Paraguay.
- A list of three references, with contact information, with knowledge of your work over the last five years.
- For U.S. citizens: Social Security Number
- Documentation addressing the minimum requirements of the position as advertised (e.g., essays, certificates, awards, copies of degrees earned, etc.).

Application packages that are inadequate or incomplete will not be considered.

Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

Submit applications to:

USAID/Paraguay
Attn: Supervisory Administrative Specialist
Juan de Salazar 364 c/Avenida Artigas
Asunción, Paraguay

CLOSING DATE FOR THIS POSITION: August 13, 2010

Only applications received by the closing date of this job notice will be considered and only short-listed candidates will be contacted. To all applicants, we extend our appreciation for considering USAID/Paraguay as a potential employer.

Definitions

1. 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.
2. 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.
3. 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.

4. 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.