



American Consulate General, Chennai

October 17, 2006

Vacancy Announcement

American Consulate General, Chennai, is seeking individuals for 4 Visa Clerk positions in Non-Immigrant Visa (NIV) unit of Consular section. These individuals will be hired on WAE (When Actually Employed) schedule.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed and signed forms will be considered. (Refer to application procedure below)

Only those applicants who are selected for skills test/interview will be contacted.

ANNOUNCEMENT NUMBER: CHE-PSAP-2006-22

OPEN TO: All Interested Candidates

POSITION: Visa Clerk

NUMBER OF POSITIONS: **Four** (MLA-312070, MLA-312071, MLA-312072 & MLA-312073)

OPENING DATE: October 17, 2006

CLOSING DATE: November 1, 2006

WORK HOURS: WAE schedule (When Actually Employed) approximately 4 hours a day.

SALARY: **EFM/NOR:** Grade: FP-AA*
Ordinarily Resident: Grade: FSN-04*

* Starting salary & grade will be determined on the basis of qualifications, experience and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.

BASIC FUNCTION OF POSITION

- Directs the flow of applicants from the gate to the window and out again. This is an extremely important job that involves significant time standing and moving around the intake area, as the smooth flow determines how quickly applicants move in and out and how efficiently.
- Organizes visa applicants, both IV and NIV, who are waiting outside the consulate. Continually monitors the flow of applicants, checks appointments and other documents.
- Directs applicants to the correct processing and interview areas and reports slow down in flow to consular managers.
- Files, shreds, escorts VFS employees as and when required.
- Acts as interpreter for Consular Officers for a wide variety of NIV cases, including some with complex and sensitive aspects.
- Refers Biometric system IDENT hits to the appropriate American consular officer for clearance or further action. Physically prepares NIVs authorized for issuance by an American officer.
- Performs quality control checks to insure that information on the visas is accurate and pictures are clear.

QUALIFICATIONS REQUIRED:

- a. Completion of senior secondary school (XII std) is required.
- b. General professional proficiency in English is required: Level III (good working knowledge) in speaking, reading and understanding; level II (limited knowledge) in writing.
- c. Limited knowledge (level II) in at least one of the other languages used in Chennai NIV operations (Tamil, Telugu, Urdu, Hindi, Malayalam, Kannada, Tibetan) is required: Level II in speaking and understanding.
- d. Ability to work with general public, exercising tact, discretion and good judgment in a high-pressure environment is essential.
- e. Must be able to function honestly and effectively while processing visa applications. Must have the ability to read and understand specific guidelines and apply them correctly.
- f. Must have good judgment in referring cases to higher authority when necessary.

SELECTION PROCESS

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

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. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website http://chennai.usconsulate.gov/job_opportunities.html

Click on "Application for Employment" hyperlink.

2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Kelly L. Buenrostro
Management Office
220 Anna Salai
Chennai 600 006
or
FAX: 2857 4455/ 2811 2020

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2857-4000

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.

All applications for subject announcement must be received in the Management Office by close of business November 1, 2006.

An Equal Opportunity Employer