
American Consulate General
Mumbai

Vacancy Notice

Mumbai

Date: July 27, 2007

American Consulate General, Mumbai, is seeking an individual for the position of "Secretary" for its Political/Economic Office.

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 accepted. Only completed forms will be accepted. (refer to application procedure below)

Only applicants who are shortlisted for the interview will be contacted

SUBJECT: VACANCY ANNOUNCEMENT FOR INDIAN AND OTHER NATIONALITIES

ANNOUNCEMENT NUMBER: 39/2007

OPEN TO: All Interested Candidates

POSITION: Secretary; FSN-120-06
BLA-100003

OPENING DATE: July 27, 2007

CLOSING DATE: August 9, 2007

WORK HOURS: Full-time; 40 hours/week

SALARY: EFM/NOR: Grade: FP-08
Ordinarily Resident: FSN-06

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

BASIC FUNCTION OF POSITION

Serves as a Secretary to the American Chief of the Political/Economic section and two American Officers in the section. Assists three FSN Specialist as needed. Also serves as a back-up for Consul General's Social Secretary and his American OMS. Serves as back-up to telephone operator as and when required and serves as sub-cashier for the Political/Economic section. Assists the Political Specialist in preparing various human rights reports. Arranges meetings for the official visitors. Contributes to the section's reporting by tracking news in the print and electronic media.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree.
2. Minimum two years experience as a Secretary is required.
3. Level IV English and level III Hindi is required.
4. Must be familiar with the Indian political, social and cultural life and problems, including regional peculiarities.
5. Level II typing is required. Must have independent judgment and self-starting initiative and the ability to organize work in the extremely busy Political/Economic section. Software skills are required (MSWord, MSEXcel, Internet, Outlook, PowerPoint)

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. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following:

1. Application for employment – HR-01
2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: Mr. James W. Leaf
78, Bhulabhai Desai Road
Mumbai 400 026.

POINT OF CONTACT

Shyju B. Kombath / Sharda Subramaniam
Human Resources Office
Telephone: (022) 2363-3611 – 18 Extn. 4302/4190
Fax: (022) 2368-9016
Email: MumbaiHRCareer@state.gov

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.

CLOSING DATE FOR THIS POSITION: COB August 9, 2007

An Equal Opportunity Employer

The US Mission in Mumbai 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.

Drafted By: M/HR - SKombath
Cleared &: POL/ECON - KGreen
Approved By: MGMT - JLeaf