

U.S. MISSION MOROCCO VACANCY ANNOUNCEMENT

Announcement Number: Casablanca-2018-048

Position Title: Visa Assistant (two positions)

Opening Period: Tuesday, December 11, 2018 – Wednesday, December 26, 2018

Series/Grade: LE - (0105) 7

Salary: (MAD) 180,162 p.a. – (MAD) 180,162 p.a.

For More Info: Human Resources Office: RecruitmentRabat@state.gov

Who May Apply: All interested Candidates /All Sources
For USEFM - FS is 07. Actual FS salary determined by Washington D.C.

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period.

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees, <https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees>, before you apply.

Summary: The U.S. Consulate in Casablanca is seeking eligible and qualified applicants for the position of Visa Assistant in the Consular section.

The work schedule for this position is Full Time (40 hours per week)

Start date: Candidates must be able to begin working within a reasonable period of time (two months) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The incumbent provides the full range of immigrant visa case management including screening documents, applications, and information from other sources and government agencies received in person, by telephone, mail, and email. S/he manages analyses, organizes and tracks immigrant cases by employing a complex set of U.S. Immigration laws, Department of State regulations, and internal post procedures to enable consular officers to properly adjudicate the visa applications. The jobholder interacts daily with numerous visa applicants in person, by telephone, and email, and with U.S. citizen petitioners primarily by telephone and email. S/he will routinely back-up the nonimmigrant visa unit in a rotational system and as needed.

Qualifications and Evaluations

Education: High School diploma is required.

Requirements:

Experience: A minimum of two years of increasingly responsible work which involves the application of complex regulatory material and continuous contact with the public/customer service is required.

JOB KNOWLEDGE:

- Must be very familiar with immigration patterns in Morocco and North Africa in general.
- Must have strong understanding of US Government structure and Moroccan Government structure.

Evaluations:**Language:**

- Level IV (Fluency) in written and spoken English, French and Arabic is required.(English will be tested)
- Level IV (Fluency) in spoken Moroccan Arabic (Darija) is required.

SKILLS AND ABILITIES:

- Must have strong interpersonal skills to tactfully and professionally deal with the public, foreign government officials, and internal Embassy clients.
- Must work as part of a team in a fast-paced environment, often under pressure and the willingness to work flexible hours during peak demand periods.
- Must be able to mediate conflict among staff and clients who may become upset with a visa decision.
- Must have Microsoft Office program knowledge.
- Must have knowledge of standard keyboard and IT software.
- Must be able to exercise tact and good judgement in dealing with the public - often under difficult and sensitive circumstances.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): 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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Morocco may receive a compensation package that includes allowances, competitive bonus and benefits. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments.

For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: 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 and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service

member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available on [US MISSION MOROCCO](#).

To apply:

- a) **Mailing Address:** Human Resources Office
Attention: Vacancy Announcement 18-048
Address: Km 5.7, Avenue Mohammed VI, Souissi, Rabat 10170
- b) **E-mail Address:** RecruitmentRabat@state.gov

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Residency and/or Work Permit
- CIN copy
- High School Diploma.
- Work certificates

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Consulate in Casablanca, Morocco.