



**UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT**



No. 038

Job Vacancy

April 22, 2008

OPEN TO: All American Employees - All agencies

POSITION: Seasonal Hire

SEASONAL HIRE PROGRAM: From May 1 to September 30, 2008

WORK SCHEDULE: Full-time - 40 hours/week

SALARY: To be determined based on education and experience

LENGTH OF APPOINTMENT: Applicants can apply to work one to five months but must work a minimum of four weeks

DEADLINE: **May 16, 2008**

The Embassy will sponsor a 2008 Seasonal Hire Program for 16 to 24 year-olds, who are student family members of U.S. Government personnel permanently assigned to the American Embassy Bogota. The program will run from May 1 to September 30, 2008. Duties are mainly clerical and administrative support in nature.

All applicants are required to complete and submit the following forms:

- Copy of the travel order where applicant is listed
- OF-612 - Application for Federal Employment
- Copy of Birth Certificate or Passport
- Verification of Student Status
- Time frame in which you will be able to work this summer
- Cover letter stating special qualifications (language, typing, computer skills, etc.), and Name, SSN, Date and Place of Birth, County of Birth and applicant's personal e-mail.

- **Security forms:**

- FD-258 – Two OPM Fingerprint Cards (**can be completed at POST/RSO or can be done in U.S. police stations**)
- OF-306 – Declaration of Federal Employment
- DS-4002 – Disclosure and Authorization for Credit Report
- DS-7601 – Authorization to Conduct Criminal Inquiry for Spouse or Cohabitant (if applicable)

Please submit all complete paperwork to the Community Liaison Office (CLO). Other embassies will or can assist with paperwork. Orientations must be scheduled with the CLO office.

ELIGIBILITY REQUIREMENTS

The Overseas Seasonal Hire Program (OSHP) is intended for family members who are officially physically and/or geographically resident or attached to the sponsor's post of assignment and who are financially dependent on the employee. Applicants for seasonal hire positions must meet the following requirements:

A. Citizenship

Must be a U.S. citizen.

B. Family Member Status

- Must be a family member of a USG civil, foreign, or military service member assigned to the employing post.
- Family members attending boarding schools or universities whose **home of record** is the sponsor's post of assignment are eligible under the OSHP.
- USG contractor family member who meet the eligibility criteria above, and are under COM authority and assigned to post as a family unit as "Not Ordinarily Resident" (NOR) are also eligible to participate in the OSHP, provided that the family members are listed on official travel orders.

C. Student status

Must be a full-time or part-time student currently enrolled in a course of study at an educational institution, college, or university within the past 12 months, and is registered to re-enroll in the immediate upcoming regular school term. (Enrollment in an on-line course of study is qualifying). Applicants must present evidence of their student status which post will certify and include with official employment documentation.

D. Age requirement

Applicants for any federal seasonal employment program must be at least 16 years of age at the time of their appointment/hire, can be no more than 24 years old for the DOS sponsored program. To date, there has been no change or waiver to lower the age for USG summer appointees/hires below 16 years.

E. Payroll

Applicant must have or open a U.S. bank account to establish a direct deposit in order to get paid.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

The US Mission in Colombia 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.

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.