
VACANCY ANNOUNCEMENT

U.S. Embassy, Montevideo

August 22, 2019

U.S. Mission: Montevideo, Uruguay

Announcement Number: Montevideo-2019-23

Position Title: Architect (OBO/NCC)

Opening Period: August 22-September 5, 2019

Series/Grade: Full Performance Level– FSN-10/FP-5

Salary: \$ 2,452,206.00- \$ 2,452,206.00 (Uruguayan pesos per annum)
OR: ordinarily resident.
USD 56,711.00-USD 56,711.00 NOR: Non-ordinarily resident.
Salary based on a 40-hour workweek.

For More Info: Human Resources Office: Laura Paolillo/ Maida Asanelli
Email Address: jobsMVD@state.gov

Who May Apply: All Interested Applicants/ All sources

Security Clearance Required: Local Security Certification

Duration of Appointment: Definite. Not to exceed 26 months.

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

<http://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees>

SUMMARY: The U.S. Mission in Uruguay is seeking an eligible and qualified applicant for the position of Architect.

Work schedule for this position: Full Time (number of hours per week: 40).

Start date: Candidate must be able to begin working within a reasonable period (2 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No.

Duties:

The incumbent shall inspect construction; review plans; recommend approval of shop drawings and submittals; maintain a daily log of construction activities; develop change orders, including preparing cost estimates; and other architecture and construction engineering duties as directed by the OBO Project Director (PD) or Construction Manager (CM).

The incumbent shall develop in-depth knowledge of the general contractual and detailed requirements of the construction contract for the project. Observe the execution of construction to assure adherence to approved shop drawings and specifications, inspect construction workmanship, materials, methods, and equipment, and report to OBO PD or CM as to their conformity or non-conformity to the approved drawings and specifications. Make recommendations to the OBO PD or CM on how to correct deficiencies and resolve problems during construction.

Responsible for assuring that all construction work across his/her discipline is carried out in a safe and coordinated manner.

Prepare architectural drawings, calculations and technical specifications. Review and analyze contractor's change order proposals for cost and compliance with the change.

Qualifications and Evaluations:

EDUCATION: Bachelor of Architecture from an accredited institution/Professional license as a professional architect (if applicable).

Requirements:

EXPERIENCE: Seven (7) years in the design/construction industry working as an Architect, with experience in vertical construction and renovation projects.

Evaluations:

LANGUAGE: English and Spanish level IV (fluent) is required. This will be tested.

SKILLS AND ABILITIES:

Manual – stand, lift, bend, look, climb, carry items.

IT- Microsoft Suite; Data Entry – enter a large amount of information into Microsoft Project, Excel, and databases.

Review drawing files in Autocad.

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 Uruguay may receive a compensation package that may include health, separation, and other benefits.

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) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply:

Online application only.

Where to apply:

Applicants must complete the Universal Application for Employment (DS-174), which is available on the link below.

<https://erecruitment.wha.state.gov/Uruguay/>

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

- DS-174
- Driver's License
- Passport copy or Uruguayan ID (Cédula)
- Copy of Orders/Assignment Notification (or equivalent, if applicable)
- Residency and/or Work Permit
- DD-214 – Member Copy 4, Letter from Veteran's Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Cover Letter
- List of references

All candidates must be able to obtain and hold a Local Security Certification clearance.

What to Expect Next:

Applicants who are deemed as a preferred candidate will be invited to take a language test and an interview.

Following these tests, the applicant's packet and test scores will be reviewed and a decision will be made on whether or not to interview the applicant.

Note: Not all applicants will be selected for a language test or interview. If selected for an interview, the applicant will be contacted via email mid-late August.

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: jobsMVD@state.gov

Thank you for your application and your interest in working at the U.S. Mission in Uruguay.