

CONSULAR FELLOWS PROGRAM POSITION ANNOUNCEMENT

Hiring Agency:

U.S. Department of State

Position Title:

Foreign Service Consular Fellow – Various Languages

Supervisory Position:

No

Travel Required:

Occasional Travel

Consular Fellows serve in a specified country, may be assigned to or perform Temporary Duty Travel overseas, and at times, live away from family and/or in difficult or isolated conditions.

Selected applicants will be notified of an Oral Assessment (OA) requirement in Washington D.C. For the selected applicants, all travel and other expenses incurred in connection with the OA are the sole responsibility of the applicant.

Open Period:

Continuous

Series/Grade:

FP - 1040 06

Promotion Potential:

FP-04

Security Clearance Required:

Top Secret

Duty Location(s):

MANY international locations

For More Info:

For general CFP questions, please email CFPInfo@state.gov or CFPRecruitment@state.gov.

Who May Apply:

Must be a U.S. citizen. Potential applicants should read the entire announcement to ensure that they meet the requirements and understand a Foreign Service Limited Non-Career Appointment (LNA).

Applicants may not reapply for one year after the date of a previous application for the same position.

If a State Department Suitability Review Panel denied suitability in the last two years, an

applicant may not apply (except denials for Diplomatic Security Special Agent (SA) candidates based solely on the SA requirements.)

Duration Appointment: The appointment is for 60 months.

Summary:

The U.S. Department of State, our country's lead foreign policy agency, provides a rich international experience whether at home or abroad, and opportunities to become responsible leaders.

Each day, our employees make a difference as they contribute to our global society and defend and advance our country's interests and values. They work on the business of diplomacy and high priority issues that impact the safety, security, and prosperity of our world – human rights, environment, energy, food security, public health, and technology – all while experiencing a unique opportunity.

Our talented workforce reflects and champions all of our strengths and diversity – personal, professional, and educational. We offer a workplace that values and rewards leadership, collaboration and innovation, and personal and professional development.

A Limited Non-Career Appointment (LNA) does not lead to onward employment in the State Department or conversion to another form of employment. The Consular Fellows Program is not an alternate entry method to the Foreign Service. Joining the Foreign Service as a Consular Fellow (CF) is a distinctive opportunity to serve your country and can offer candidates who are considering a career in the Foreign Service first-hand insights and exploration of potential Foreign Service career paths.

This Consular Fellow LNA appointment is 60 months, but may be terminated at any time based on the needs of the Service. A Consular Fellow is assigned to a U.S. embassy or consulate with the expectation that the Consular Fellow completes a standard two-year tour of duty. Upon completion of the first tour of duty, the Consular Fellow should expect an assignment to a different post.

Applicants for Consular Fellow positions must speak/read one of the designated languages, i.e., Portuguese, Spanish, Chinese-Mandarin, or Arabic, at the Interagency Language Roundtable (ILR) levels listed below:

Portuguese – 3 Speaking/3 Reading

Spanish – 2 Speaking/2 Reading

Chinese-Mandarin – 2 Speaking/1 Reading (simplified characters)

Arabic – 2 Speaking/1 Reading

The rating scale for language testing can be found at <http://www.govtilr.org>.

Key Requirements:

1. Be a U.S. citizen.
2. Be able to obtain a Top Secret Security Clearance.

3. Be able to obtain an appropriate Foreign Service Medical Clearance.
4. Be able to obtain a favorable Suitability Review Panel determination.*
5. Be at least 20 years old at the time of application and at least 21 years old to be appointed.

Duties

For more details on the duties and responsibilities of a Consular Fellow please visit [https://careers.state.gov/foreign-service/consular-fellows/what we do/](https://careers.state.gov/foreign-service/consular-fellows/what-we-do/)

Special Circumstances

The Department of State will place language-qualified U.S. citizen Consular Fellows serving in Limited Non-Career Appointments (LNA) in language-specific positions at overseas posts. These Fellows will be fully professional members of embassy and consulate teams. LNAs, however, do not provide expedited, alternate, preferential, or otherwise special access into either the Department of State Foreign Service. These appointments do not lead to onward employment with the Department of State or with the U.S. government. LNA Consular Fellows may apply to become Foreign Service Specialists or Officers, as well as Civil Service employees, but they must meet all applicable qualifications and complete the standard application and assessment processes.

Service time and benefits earned as a Consular Fellow can be counted as federal employment, and credited towards federal retirement eligibility.

Consular Fellows who may subsequently enter the Foreign Service as Entry Level Officers are still required to fulfill the consular service requirement.

Periodic service rotating as an embassy or consulate duty officer requires a 24/7 commitment, typically for a one-week period of time.

Successful candidates who earn a job offer must be able to pass the Basic Consular Training Course. Failure to successfully complete this training would constitute grounds for separation.

Essential Physical Requirements

A Consular Fellow who issues a visa for admission to the United States is required by law to personally certify in writing that he or she has performed the necessary visa lookout check, a process that includes (but is not limited to) reviewing returns from Facial Recognition checks and from Automated Biometric Identification and Integrated Automated Fingerprint Identification System fingerprint clearances; checking the Consular Lookout and Support System and other appropriate post records; and reviewing nonimmigrant visa and immigrant visa case notes and any other post files for information that would render an applicant ineligible for a visa.

Qualifications and Evaluations

Evaluations:

Candidates will be evaluated on their total background including experience, education, awards, training, and self-development as it relates to the position. Selection for this position will be made only from among candidates possessing the best qualifications.

Qualifications:

Knowledge, Skills, and Abilities

General knowledge of the United States, including customs and culture, society, trends, history, economy, government, political system, and constitution.

Skill in written and oral communication, including English grammar and usage, techniques for effective interpersonal communication, techniques for handling interviews, complaints, sources of information, and public speaking ability.

General skills in computers, including computer operations, common office software programs (e.g., Microsoft), e-mail systems, internet. Successful applicants will receive training in specialized Consular software applications.

General subject matter, including psychology and human behavior, interacting with individuals undergoing stress. Basic mathematics.

Required language fluency as outlined above.

Benefits:

[Review our Benefits](#)

Additional Benefits:

Health and medical coverage, federal retirement benefits, paid leave, and an unprecedented chance to see the world and experience different cultures. Overseas benefits include housing overseas, education allowance for eligible dependent children between K-12 overseas.

Other Information:

*The Department of State Suitability Review Panel and standards are defined in Chapter 3 of the Foreign Affairs Manual. For more information please visit: <http://www.state.gov/m/a/dir/regs/fam>

**For more information about Veteran's Preference and how it is applied in the FS Selection Process, please visit: <http://careers.state.gov/faqs/faqs-wiki/are-veterans-given-hiring-preference->

No applicant will be considered who has previously been separated from the Foreign Service under sections §607, §608, §610 or §611 of the Foreign Service Act of 1980, as amended, or who resigned or retired in lieu of separation under these provisions. In addition, no applicant will be considered who has previously been separated for failure to receive a career appointment under section §306 of the Foreign Service Act of 1980, as amended, or who resigned or retired in lieu thereof.

Executive Branch agencies are barred by 5 US Code 3303 as amended from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to sender. In addition, as mandated by 5 US Code 3110, relatives of federal employees cannot be granted preference in competing for these employment opportunities.

It is the policy of the Federal Government to treat all of its employees with dignity and respect and to provide a workplace that is free from discrimination whether discrimination is based on race, color, religion, sex (including gender identity or pregnancy), national origin, disability, political affiliation, marital status, membership in an employee organization, age, sexual orientation, or other non-merit factors.

The Department of State provides reasonable accommodation to applicants with disabilities. Applicants requiring reasonable accommodations for any part of the application or hiring process should so advise the Department at ReasonableAccommodations@state.gov within one week of receiving an invitation to a oral assessment. Decisions for granting reasonable accommodations are made on a case-by-case basis.

How to Apply:

Steps to Apply:

1. Visit www.PearsonVUE.com to complete the online application and register for the Consular Fellows Program Test (CFPT).
2. Create an online resume. Your online resume may be typed or you may cut and paste an existing resume into the space provided. Your resume must include your work history for the last 10 years or since completing formal education, whichever is the shorter period.
3. Follow the instructions to answer self-assessment questions for the specific job to which you are applying, complete the required Accomplishments Questionnaire (Personal Narratives) and Statement of Interest in the online application.
4. Your application is automatically saved as you proceed through it. You may interrupt your application process and return to it until you submit it.
5. Complete, review, and submit.
 - o After you complete and submit the above this becomes your online application and will be used to evaluate your qualifications for this position.
 - o You have six months to complete the application process outlined in this announcement and must take the CFPT. If you have not done so within six months, you must restart the application process.

- Application packages must be complete before you can register for the Consular Fellows Program Test.
- We strongly recommend that you go back into your application and verify that everything is completed properly.

If you are having technical difficulty with the application process, please contact the Customer Service Desk by calling 1-866-389-8339 (toll free), 1-952-905-7483 (toll) or by utilizing the Chat function on www.pearsonvue.com. The Help Desk is available Monday through Friday from 7 a.m. to 7 p.m. Central Time; closed on local holidays.

For more information on the Consular Fellows hiring process, please visit www.pearsonvue.com/cfpt/ or <http://careers.state.gov/work/foreign-service/consular-fellows/selection-process>. If you have any questions regarding the program, please email CFPInfo@state.gov

Required Documents:

Online application which contains the completed required Accomplishments Questionnaire and Statement of Interest.

Accomplishments Questionnaire

This section is required and provides an opportunity to describe examples and accomplishments from your education, life, and/or work experience that demonstrate your qualifications for becoming an LNA Consular Fellow. Examples can be drawn from any part of your professional or personal experience. The information you give may be used in your oral assessment should you be invited and is an important factor in the competitive evaluation of applicants. Responses are limited to 300 words or fewer (maximum length 1,300 characters) for each item. You should compose your replies carefully, as one of the skills necessary to succeed as an LNA Consular Fellow is the ability to write clearly and concisely.

The following items must be completed as part of the online application.

Substantive Knowledge: What skills, knowledge and experience do you have that are applicable to performing the work of a Consular Fellow?

Intellectual Skills: In the Foreign Service you will confront challenging situations that require identifying the problem, collecting relevant information, and formulating or advancing innovative solutions to resolve the problem. Describe a time when you responded innovatively to unanticipated circumstances to solve a problem.

Interpersonal Skills: In the Foreign Service, you will be called upon to interact effectively and diplomatically with people in difficult situations. Describe how you have used your interpersonal skills in a specific situation to resolve a problem or achieve a goal.

Communication Skills: Communication skills are critical to successful diplomacy. Describe a

situation in which you used your communication skills, including foreign language skills if appropriate, to further an aim or achieve a goal.

Management Skills: Foreign Service LNA Consular Fellows are often required to manage projects, demonstrating the ability to plan and organize, set priorities, employ a systematic approach, and allocate time and resources efficiently. Describe a project you managed or helped to manage and how you sought to achieve the project's goals.

Leadership Skills: Leadership can be defined as motivating others, encouraging creative solutions, establishing positive team relationships, or significantly influencing the direction of the work. Describe how you have demonstrated leadership, either on one particular occasion or over time.

Statement of Interest

Required narrative Statement of Interest equivalent to two-to-three pages typed and no more than 1800 characters, which discusses your:

- Motivation for joining the Foreign Service,
- Comments about your work experience, and
- Experience living or working in a multicultural environment, overseas or in U.S.

As with the Accomplishment Questionnaire, the Statement of Interest must be completed inside the online application.

What to Expect Next:

Candidate CFPT results and applications are forwarded to the Department of State on a quarterly basis. After the information is received by the Department, all applicants will be notified via e-mail from the U.S. Department of State.

We recommend adding the Department of State domain (@state.gov) as an approved sender.