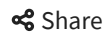


Foreign Service Consular Fellow - Arabic, Mandarin Chinese, Portuguese, and/or Spanish Proficiency

DEPARTMENT OF STATE

Department of State - Agency Wide



Summary

The U.S. Department of State, our country's lead foreign policy agency, provides a rich international experience. A Limited Non-Career Appointment (LNA) in the Foreign Service is a distinct opportunity to serve your country for up to 60 months and offers candidates considering a career in the Foreign Service first-hand insights and exploration of potential Foreign Service career paths.

[Learn more about this agency](#)

Overview

[Help](#)

Accepting applications

Open & closing dates

🕒 10/05/2023 to 10/02/2024

Salary

\$55,100 - \$111,705 per year

The hiring grade for this position ranges from FS-04 to FS-06.

Pay scale & grade

FP 06

[Help](#)

Location

Department of State Posts - Overseas and Domestic,

Many vacancies

Remote job

No

Telework eligible

No

Travel Required

Occasional travel - Successful Consular Fellow LNAs serve primarily overseas and may be required to perform temporary duty travel away from family and/or in difficult or isolated conditions.

Relocation expenses reimbursed

Yes—.

Appointment type

Temporary - The appointment is a limited non-career appointment for up to 60 months.

Work schedule

Full-Time

Service

Excepted

Promotion potential

04

Job family (Series)

[1040 Language Specialist](#)

Supervisory status

No

Security clearance

[Top Secret](#)

Drug test

Yes

Announcement number

CFP-2024-0001

Control number

753243600

This job is open to

[Help](#)

**The public**

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

Applicant must be a U.S. citizen and available for work outside the United States. U.S. citizen candidates with dual nationality are ineligible for assignment within their country of dual nationality. Applicants may not reapply for one year after their previous application for the same position. Applicants may not reapply for two years if a State Department Suitability Review Panel denied them suitability within the last two years.

Duties

[Help](#)

Please visit the Department's Career Site for more details on the [duties and responsibilities of a Consular Fellow](#).

Special Circumstances

This Consular Fellow LNA is up to 60 months, but the Department may terminate the appointment at any time based on the needs of the Service. The Department assigns a Consular Fellow to a U.S. embassy or consulate with the expectation that the appointment and potential extensions will permit completion of a standard two-year tour of duty. Upon completion of the first tour of duty, the Department may assign the Consular Fellow to a different post. Consular Fellows are full professional members of embassy and consulate teams. Consular Fellow appointments, however, do not provide expedited, alternate, preferential, or otherwise special access into 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. 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. Consular Fellows who subsequently enter the Foreign Service as Entry Level Officers are still required to fulfill the consular service requirement. Consular Fellows must also complete 24 months of service as a Consular Fellow before joining the career Foreign Service, if offered such a position.

The Department hires candidates applying for the Portuguese and Chinese language programs for service in Brazil and China. Per the Foreign Affairs Manual (3 FAM 2424.5), the Department does not permit assignment of U.S. employees to posts in countries of which they are nationals. [Additionally, candidates and their family members should be aware that, in general, countries do not extend diplomatic privileges and immunities to family members who are dual nationals.]

Requirements

[Help](#)

Conditions of Employment

The U.S. Department of State maintains a rank-ordered list of eligible hires for Limited Non-Career Appointment (LNA) Consular Fellow positions. To learn more about the Department of State and the [Consular Fellows Program](#) visit the Careers website.

Qualifications for Employment:

- Be a U.S. citizen and able to obtain authorization to work in country or countries of assignment. (Note: Candidates with dual nationality are ineligible for assignment within their country of dual nationality. Recruitment for Portuguese and Chinese languages is targeted for service in Brazil and China and dual national candidates are unable to meet this qualification).
- Be able to obtain a Top-Secret Security Clearance.
- Be able to obtain a medical clearance to serve abroad at the post of assignment.
- Be able to obtain a favorable Suitability Review Panel determination.
- Be at least 20 years old at the time of application; at least 21 years old at the time of appointment.
- E-Verify: Verification of employment eligibility in the United States is required.
- Must speak and read an eligible foreign language at the [required proficiency level](#) (current eligible languages are Arabic, Mandarin Chinese, Portuguese, and Spanish).

For more details on language proficiency review information at [Language Tests - Careers \(state.gov\)](#).

The Consular Fellow LNA is for up to 60 months but may be terminated at any time, with 30 days' notice, by either the Consular Fellow or the Department. The Department assigns a Consular Fellow overseas to a U.S. embassy or consulate with the expectation that the appointment and potential extensions will permit completion of a standard two-year tour of duty. Upon completion of the first tour of duty, the Department may assign a Consular Fellow to a different post for the remainder of the 60-month LNA.

Qualifications

Knowledge, Skills, and Abilities

General knowledge of the United States, including customs and culture, society, trends, history, economy, government, political system, and the 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. The Department will provide successful applicants with training on 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.

Education

There is no minimum education requirement for this position.

Additional information

[Read more](#)

Benefits

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

The Department will evaluate candidates 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 [dimensions of a successful Foreign Service employee](#).

Qualifications:

Knowledge, Skills, and Abilities:

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

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General skills in computers, including computer operations, common office software programs (e.g., Microsoft), e-mail systems, internet. The Department will provide successful applicants with training on specialized Consular software applications.

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

Required language fluency in Arabic, Mandarin Chinese, Portuguese, or Spanish as outlined at [Language Tests - Careers \(state.gov\)](#).

You may [preview questions](#) for this vacancy.

Benefits

Required Documents

How to Apply

Required Documents

[Help](#)

Information on how to submit your application and register to take the Consular Fellow Professional Test is available via the Pearson VUE site, please see: [U.S. Department of State Consular Fellows Program Test \(CFPT\) :: Pearson VUE](#). Please do not apply through USAJobs. The How to Apply information below provides detailed instructions.

Personal Narratives and Statement of Interest:

These required questions provide an opportunity to describe examples and accomplishments from your education, life, and/or work experience that demonstrate your qualifications for becoming a Consular Fellow. Examples can be drawn from any part of your professional or personal experience. The information you give may be used in the Foreign Service Consular Professional 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 2,000 characters) for each item. You should compose your replies carefully, as one of the skills necessary to succeed as a Consular Fellow is the ability to write clearly and concisely. Answers to all items in the Personal Narrative and Statement of Interest are required and the following areas are evaluated as part of the online application: substantive knowledge, intellectual skills, interpersonal skills, communication skills, managerial skills, leadership skills, and motivation for applying.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

[Help](#)

[Read more](#)

Agency contact information

 Consultant

Phone

[000-000-0000](#)

Fax

000-000-0000

Email

CFPInfo@state.gov

Address

U.S. Department of State
2401 E Street NW
Washington, District of Columbia 22502
United States

[Learn more about this agency.](#)

Next steps

[Read more](#)

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Reasonable accommodation policy](#)

[Financial suitability](#)

[Selective Service](#)

[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)



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Promotion potential

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Job family (Series)

[1040 Language Specialist](#)

Supervisory status

No

Security clearance

[Top Secret](#)

Drug test

Yes

Announcement number

CFP-2024-0001

Control number

753243600

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