

**1. Where can I find the vacant positions advertised for USAID/Guatemala?**

- a. [USAID Webpage](#)
- b. [US Embassy Webpage](#)
- c. Official social media accounts: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).

**2. What is the process to submit a job offer for a vacant position in USAID/Guatemala?**

Offerors should visit any of the links provided in the previous question and review the Solicitation Document for the position of interest, which will contain details on the position's description, the minimum requirements and the list of documents that must be included in the application package.

**3. Which are the documents I should submit to apply for a vacant position:**

- a. Application form.
  - i. If **CCN-PSC**, use the **DS-174 form**. Go to question 10 if in doubt.
  - ii. If **TCN-PSC**, use the **AID-309-2 form**. Go to question 11 if in doubt.
- b. A signed cover letter of no more than two pages, in English.
- c. A Curriculum Vitae or Resume written in English, must contain sufficient and clearly identified information to make a valid determination that the offeror meets the requirements as stated in the solicitation.
  - i. Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year), locations for all field experience must also be detailed. Any experience that does not include dates (monthly/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
  - ii. Specific duties performed that fully detail the level and complexity of the work.
  - iii. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments. Failure to identify an academic discipline will result in disqualification.
- d. *“Supplemental Document with written responses to the Evaluation Factors listed under Section III of the Solicitation Document”*: Prepare a separate and detailed document that demonstrates how the offeror’s qualifications meet the work requirements: education, experience, skills, and job knowledge.
- e. Personal Identification/work permit or residency permit.

- f. Relevant educational certificate (s).
- g. A separate document listing three to five professional references with telephone contact and **e-mail addresses** who can provide substantive information about the candidate's past performance and abilities. At least one reference provided should be a current or former supervisor. Not family members or relatives.
- h. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

#### **4. Who should I contact if I have doubts about the application process?**

Address an email to the Point of Contact (POC) for vacancy you are applying for. You can find the POC contact usually in the second page of the Solicitation Document: "I. General Information, Item No. 04".

#### **5. Who should I email my application package to?**

Address application packages to [guatemalavacancies@usaid.gov](mailto:guatemalavacancies@usaid.gov) by the closing date and time, this is the official means for recruitment purposes.

#### **6. Can the POC review my application prior to the closing date to make sure I have all I need to apply?**

No. Offerors are required to read and review the Solicitation Document for any vacant position. The POC will answer and clarify specific questions offerors might have after reviewing the Solicitation Documents.

#### **7. Can the POC receive my application after the closing date of a Solicitation for a vacant position?**

No. The POC does not have the authority to receive any solicitation in his/her personal email inbox and deem it valid for recruitment process consideration. The POC does not have the authority to accept applications received past the established deadlines or Closing Dates.

**8. Can I submit my application to the [guatemalavacancies@usaid.gov](mailto:guatemalavacancies@usaid.gov) email inbox and add the POC in cc?**

There are no restrictions to copy the POC in the application email but the official means for recruitment purposes is [guatemalavacancies@usaid.gov](mailto:guatemalavacancies@usaid.gov) and only the job applications received in this email inbox will form a part of the official offerors for any vacant position.

**9. Who can apply to these types of vacant positions in USAID/Guatemala?**

The position is open for Cooperating Country Nationals, also called local offerors (citizens of Guatemala), or Third Country Nationals offerors (not citizens of Guatemala, nor US citizens, lawfully admitted for permanent residence and to legally work in Guatemala), in any case, the offeror should include a copy of the local-Guatemalan ID (DPI) to the application package.

**10. What is a CCN-PSC?**

It stands for: Cooperating Country National-Personal Services Contractor, this means individuals that are citizens of Guatemala by birth, or a non-cooperating country citizen lawfully admitted for permanent residence or visa in the cooperating country; in this case, in Guatemala.

**11. What is a TCN-PSC?**

It stands for: Third Country National-Personal Services Contractor, individuals who are neither a Cooperating Country National nor a U.S. National but is a citizen or lawful permanent resident (or equivalent immigration status: permanent residence or visa) in the Cooperating Country; in this case, in Guatemala.

**12. If I am a TCN-PSC, would USAID/Guatemala support and sponsor my permanent residence or visa procedures before the Government of Guatemala?**

No. USAID/Guatemala does not support nor sponsor permanent residence or visa procedures in Cooperating Countries.

**13. If I submit my job offer out of the opening and closing dates, can it be considered for review and competition?**

No. Each solicitation document is assigned a time that indicates the “opening” and “closing” date and time, even when days after the closing date(s) the solicitation still appears in the webpage, the dates indicated are prevailing. Offers received after the closing date and time are not valid to compete in any solicitation.

**14. I reviewed the solicitation, but I do not meet all the minimum requirements, would the recruiters make an exception and consider my job application?**

No. Offerors should make sure they meet the minimum requirements and determine whether they are eligible or not for the position. Offerors can always submit job offer/application, those will be reviewed after the closing date but will be considered for further stages only if they comply with the minimum requirements established for each specific position. If they do not fulfill the minimum requirements, it is recommended to review our social media and web page constantly to learn about new job opportunities in the future.

**15. If my place of residence is out of Guatemala City, will USAID/Guatemala sponsor my relocation expenses?**

No. USAID/Guatemala do not contemplate dedicating funds for transportation and relocation expenses.

**16. I do not have time to review and complete all the documents listed in the Solicitation Document. Will recruiters in USAID/Guatemala review my job application as it is and let me know what is missing later?**

No. Incomplete application packages will not be considered for further review. The HR Section will only contact candidates that fulfill the minimum requirements and submit a full application package.

**17. The documents for my Job Offer submission in PDF or Word are heavy. Should I attach a zip file or a link to a shared drive folder?**

Offerors are welcome to attach documents to one or two emails (as needed) indicating the name of the position they are applying for. Do not include links to share drives, WeTransfer, iCloud or zip(.rar) files to job applications.

**18. I applied for a position recently but there is a new one available I am interested in. Is there any restriction to apply for it? Would applying to this second position cause any conflict with my first job application?**

No. There are no restrictions on this regard, offerors can prepare and submit job applications to more than one vacant position making sure they meet the minimum requirements for each of them. In case the timeframes of the recruitment processes moved forward in parallel or close in time, and one individual was selected for more than one position, s/he would be asked to decide on one and withdraw the other.

**19. I applied for a position some weeks ago, I have not been contacted nor notified that I was not considered for further consideration. Who can I contact to obtain more information on the process?**

Our recruitment processes are complex and usually long. If the offeror presented a timely job application, with all the documents required (see Item No. 03) and are eligible for the position based on their professional qualifications, they might be contacted three to eight weeks after the Solicitation's closing date, all other phases of the process rely on the Selection Committee members' agenda. Non-successful offerors are notified they will not be taken into consideration to continue competing for the vacant position within the same timeframe or later.

**20. I am an active USG employee in Guatemala, am I entitled to any preference over external offerors?**

The goal of each Recruitment Process is hiring the *Most Technically Qualified offeror* for the vacant positions. Both internal and external offerors are expected to submit complete applications in a timely manner, go through the recruitment process phases, and demonstrate their technical qualifications. Current USG employees must not expect preference over external offerors.