How do I apply for job vacancies at the U.S. Embassy?

Applying for a position at the U.S. Embassy is easy! Just carefully follow these steps:

Step 1:

Visit the U.S. Embassy website at **https://ar.usembassy.gov/embassy/** click on the **Embassy** tab; click on the **Jobs at the Embassy** button; and then click on **1. Jobs At the Embassy**. There you will find information related to our Electronic Recruitment Application (ERA) system, including a video tutorial that will guide you through this process.

Jobs at the Embassy

Step 2:

Click on the **Electronic Recruitment Application (ERA) portal** link to find a listing of all open job vacancies. Click on any position to learn more about the minimum requirements and to verify if your experience (to include: education, work history, language proficiency, knowledge and skills) aligns with the position. Please keep in mind that to be part of the recruitment process, you must meet all the requirements listed. **Note:** *Some job vacancies are not open to all interested applicants. Please ensure you are eligible before applying.*

Step 3:

Once you have verified that you meet the minimum requirements for the job vacancy, click on the **APPLY TO THIS VACANCY** button. If you already have an ERA account, login to the system. If you do not yet have an ERA account, you will find the option to create your account by clicking on the **CREATE ACCOUNT** button.

Apply to this ...

Step 4:

Once you have logged into ERA, carefully complete each section of the electronic application form, providing all required information, uploading all documentation listed in the announcement, and answering all the questions included in the vacancy announcement. Emphasize why you are the ideal candidate for the position.

Step 5:

Review and submit your application before the closing date of the vacancy announcement.

Submit

By following the steps mentioned above, you will successfully begin the recruitment process for employment at the Embassy of the United States in Buenos Aires.

You may apply for multiple open job vacancies as long as you meet the minimum requirements for each position. Please keep in mind that you must submit an application for each position.