



American Consulate General, Chennai

February 1, 2013

Vacancy Announcement Number: CHE-PSAP-2013-02

OPEN TO: All Interested Candidates

POSITION: Commercial Specialist

OPENING DATE: February 1, 2013

CLOSING DATE: February 14, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-05 (5 through 14)
Ordinarily Resident (OR) - Grade: FSN-10*

*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see **Definitions**) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

American Consulate General, Chennai, is seeking an individual for the position of Commercial Specialist in its Foreign Commercial Service office.

Applicants must apply on U.S. Mission's Universal Application for Employment (UAE) form and specify the vacancy announcement number. Applications not completed on UAE form, or without reference to a specific vacancy number will not be considered. Only completed forms will be considered. (Refer to application procedure below)

Only applicants who are selected for skills test/interview will be contacted.

BASIC FUNCTION OF POSITION

The incumbent's overall function and responsibility is to enhance the U.S. Commercial presence and increase U.S. exports to India. The incumbent has a wide range of

responsibilities, which require complex analytical reporting, organizational, and management skills. Supports U.S. Commercial and investment policies towards India; provides expert level reporting and analysis of the Indian market; assesses and reports the impact of Indian trade policies on U.S. exports; and maintains extensive senior level relationships with major multiplier organizations, local governments, and business that are critical in facilitating U.S. exports. The incumbent handles critical and complex industry sectors such as Information Technology (IT), Computers & Peripherals, Computer software, Franchising, Consumer Goods, Education & Services, Retailing, Food Processing, Air Conditioning & Refrigeration Equipment, Cosmetics, Packaging Machinery and materials, Agricultural Equipment, Agricultural biotechnology, Travel & Tourism, Plastic Manufacturing Equipment, Plastics Materials and resins, and Services, Ferrous and Non-Ferrous Metals & scrap.

Incumbent serves as a senior professional analyst and advisor to the PCO and Senior Commercial Specialist at the U.S. Commercial Service (CS) Office in Chennai. As a measure of India's market potential and strategic importance for U.S. companies, India has been named, along with China, as a "spotlight market" by the Trade Promotion Policy Committee, a 23- US Government agency body. As a senior professional Specialist, the incumbent is the national lead specialist and team leader of the \$ 2.7 billion Franchising industry sector and the principal advisor to PCO, DSCO and SCO on all aspects of this sector. Acting as the India's specialist on the global Franchising team, and working with the International Franchise Association, the incumbent seamlessly integrates the Indian franchise opportunities with the U.S. concept offerings in this highly complex industry sector. Acting as a lead Specialist managing the \$28 billion IT sector in Tamil Nadu and the region, the incumbent develops strategies to increase sale of new products and technologies to the end users. The incumbent also develops strategies, advises the PCO and the Consul General on great opportunities and big challenges including intellectual property protection of the U.S. firms in the region. Works with other agencies including Pol/Econ, Public Affairs, and the Consul General as needed.

The incumbent is a senior professional analyst and advisor to the Principal Commercial Officer and other U.S. staff in planning, organizing and administering programs to facilitate the marketing of U.S. goods and services. The incumbent provides a wide range of advice and assistance to U.S. firms, including developing marketing strategies and long-range planning, preparing market research and reporting, organizing trade shows and events, and creating opportunities designed to facilitate exchanges between U.S. and host country business representatives. Analyzes market trends and evaluates market research, frequently of a complex nature, and is considered expert in the sectors for which responsible. Maintains an extensive range of mid- to senior-level contacts in business and government. Advise U.S., and host country clients on laws affecting trade and investment. Informs host government officials and business organizations about U.S. legislation, regulations and practices pertaining to foreign trade. Undertakes research and prepares complex factual and analytical reports on a variety of matters affecting U.S. exports and trade, particularly in the areas of responsibility.

The incumbent is the lead advisor to PCO on commercial activities of our Partnership Post in Colombo. Works with PCO, Consul General, ECON, American Embassy

Colombo's Economic and Commercial section to provide advice for U.S. firms competing for major projects and sales to India and Sri Lanka. Mentors American Embassy Colombo Econ/Commercial staff, and CS Chennai junior staff on Commercial Service policies and procedures.

Serves as the focal point for the promotion of U.S. commercial interests in South Indian states. Incumbent has primary responsibility for an extensive range of some of the largest, most complex, best prospect industry sectors, which are of critical importance to U.S. industry in India. The industry sectors covered with estimated market size for 2005-06 in parenthesis include but not limited to:

The incumbent serves as a member of following national and international Industry teams: Franchising, Education, Services, and ANESA Team. Advises and recommends appropriate strategy and trade promotion events for Indian market entry. Travels for national and international trade events and other trade promotion activity.

QUALIFICATIONS REQUIRED:

- University degree in Commerce / Economics / Science/ Marketing /Engineering/Business administration or closely related field.
- Five years of progressively responsible experience in business, government or associations in the fields of research, marketing, trade promotion, economics, or other closely related field.
- Required language proficiency:
 - English: Level IV (fluency) in speaking; level IV in writing and level IV in reading.
 - Tamil/Malayalam: Level III (good working knowledge) in speaking; level III in writing and level III in reading.

(When applying for the position, please indicate your level of proficiency in the languages).

- As related to the individual work situation, a thorough understanding of the host country's economy, industrial and commercial structure, business and industry customs and practices, and host country trade and investment laws, regulations, and policies.
- The ability to develop and maintain an extensive range of high-level contacts in the host country government and the private sector. Ability to render advises with detachment and objectivity, employing sound professional judgment. When appropriate ability to provide training and supervision to subordinate employees
- Must have good computer skills i.e. MS Office & MS Outlook.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following:

- Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-0174) is available on website:
http://chennai.usconsulate.gov/job_opportunities.html **or**
- A current resume or curriculum vitae that provides the same information found on the UAE (see **Appendix A**); **or**
- A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: Management Officer
220 Anna Salai
Chennai 600 006

or

FAX: 2857 4455/ 2811 2020

or

E-mail: chennai-vacancies@state.gov

(Please insert "**CHE-PSAP-2013-02**" (Vacancy Announcement Number) in the subject line of the e-mail. Applications without the announcement number or with incorrect announcement number will not be considered).

POINT OF CONTACT

Vijaya Mahesh
Human Resources Office
Telephone: 2857-4000 / 2857-4115

APPENDIX A

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date of Birth (mm-dd-yyyy) & Place of Birth (city, country)
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if Yes, Provide Number*)
 - I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (*Yes or No*)
- K. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service

Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: February 14, 2013

The U.S. Mission in Chennai 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: M: Joy Bhattacharyya

Cleared: FCS: James Golsen

Drafted: M/HR: Vijaya Mahesh