

U.S. Embassy Rabat ✧ Human Resources Office  
Vacancy Announcement

CULTURAL AFFAIRS ASSISTANT

Announcement Number: 11-24

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** CULTURAL AFFAIRS ASSISTANT, FSN-08, FP-6\*

**OPENING DATE:** Tuesday, June 14, 2011

**CLOSING DATE:** Tuesday, June 28, 2011

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: \$ 44,737 p.a. (Starting Salary based on 40 hours)  
(Position Grade: FP-6 following confirmation by Washington)

\*Ordinarily Resident: Gross Salary DH 191,285 p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments)  
(Position Grade: FSN-08)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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The U.S. Embassy in Rabat is seeking an individual for the Cultural Affairs Assistant position in the Public Affairs Section (PAS).

**BASIC FUNCTION OF POSITION:**

The incumbent is responsible for planning and carrying out a broad range of outreach programs in Morocco with a special focus on youth audiences. S/he reports to the Assistant Cultural Affairs Officer (ACAO) as a member of the Cultural Affairs team under the Cultural Affairs Officer and the Public Affairs Section the Public Affairs Officer. S/he is responsible for conceiving and proposing programs for consideration and approval, implementing those programs, and handling all logistics related to those programs in coordination with PAS colleagues, other Embassy sections, Washington offices and Moroccan partners. S/he formulates strategies and effectively applies the range of USG public diplomacy program tools including sports diplomacy to engage with Moroccan youth, foster U.S.-Moroccan interaction and dialogue and promote understanding of American culture and values.

**QUALIFICATIONS REQUIRED**

**NOTE:** *All applicants must meet all qualifications and provide supporting documentation for each criterion below*

**Education:** An undergraduate degree in American studies or another arts, humanities, social sciences or related field is required.

**Experience:** Two years experience in program management, preferably of a very broad and eclectic range of subjects, is required.

**Language:** Level 4 (Fluency) in English, French, and Arabic is required.

**Knowledge:** Expert knowledge of Morocco’s system of government, education, culture and civil society including the role and functioning of non-governmental organizations (NGOs) is required.

**Skills and Abilities:**

- Must be an innovative problem solver under tight deadlines.
- Must have strong communication, including cross-cultural communication, and negotiation skills.
- Must be able to see the big picture, while also excelling at looking after details.
- Must be willing and able to travel and maintain a flexible work schedule to support programs as needed.

**SELECTION PROCESS**

When equally qualified, US Citizen EFM’s and US Veterans will be given preference. Therefore, it is essential that the candidate 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 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.
3. Currently employed US Citizen EFM’s who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions. A waiver to this requirement by the employee and cleared by the American supervisor must be submitted to the Human Resources Officer for approval prior to applying for a position.

**TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment, DS-174 form.
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION**

- a) By mail to: Human Resources Office  
Attention: Vacancy Announcement 11-24  
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: [RecruitmentRabat@state.gov](mailto:RecruitmentRabat@state.gov)

**Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.**

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**\*DEFINITIONS**

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

- US 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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 US Citizen.

4. 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 US Social Security Number (SSN).

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

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**The US Mission in Morocco 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 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.

### 13. BASIC FUNCTION OF POSITION

Incumbent supports the Cultural Affairs Officer and Cultural Affairs Specialist by organizing a broad range of cultural diplomacy programs in Morocco, with a special focus on younger audiences. Responsible for conceiving and proposing such programs for CAO and CAS consideration and approval, then implementing them, handling all details and coordinating with other PAS and Mission elements, as needed. Formulates and effectively applies the range of USG public diplomacy program tools, including Speaker, Academic and Cultural Specialist and arts programs, as well as utilizes such "targets of opportunity" as Fulbright, Sister Cities and other suitable private sector resources, and has sufficient understanding of MPP goals and necessary authority and experience to back up the Cultural Affairs Specialist when required.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

	% OF TIME
Is Mission's chief planner and coordinator for public diplomacy programs targeting younger audiences, including the realization of such Washington-based programs as MEPI Summer Youth Leadership, P4L and other Department programs aimed at youth. Must maintain near-constant interaction with Morocco's public and private educational institutions and student and other youth organizations, advising the CAA and American officers on pertinent developments and opportunities to advance MPP goals in this important area and proposing for approval and then implementing suitable programs and activities to do so. Liaises with Amideast, a key USG partner in public diplomacy, to support and strengthen its educational advising activities and its role as the designated "Education USA" center for Morocco.	40%

Conceives and plans in detail the application of U.S. Speakers and Specialists-including analyzing the target audience and

the most effective format to reach them-to accomplish MPP goals on Democratization, Combating Terrorism, Free Trade and American Values. Selects from among Speakers/Specialists supplied by Washington or by Africa Regional Services Paris. Responsible for all phases of program, including: identifying Speaker/Specialist and audiences in multiple venues; requesting Speaker/Specialist via cable to Washington or Paris or via phone or e-mail to person already in Morocco; securing venues with partner institutions; collaborating on program details with Speaker/Specialist, usually several weeks before arrival; arranging the logistics of the program, including lodging, transportation, provision of honoraria and per diem and meeting any of the Speaker/Specialist's personal needs/requests; escorting the Speaker/Specialist to all events on his/her program, handling all details and solving problems as they arise as the program unfolds; and, finally, providing a final accounting of all program expenses and submitting a report summarizing the results. Coordinates with Financial Management Office in order to secure necessary per diem and honoraria to provide to Speaker/Specialist and account for the use of the funds, and with other PAS sections and Mission elements for program support as needed. 25%

is the Mission's primary procurer of private sector "targets of opportunity" Speakers to address MPP themes who are already in Morocco on other business, such as Fulbright research scholars, teachers or other appropriate visitors or suitable long-term residents. Must maintain regular contact with other Mission sections, including USAID and ConGen Casablanca, as well as the American Chamber of Commerce, The Tangier American Legation Museum, the Casablanca-Chicago Sister City Committee and Al Akhawayn University, among others, to keep abreast of possible program resource opportunities. Program planning and management is the same as above. 25%

Conceives, plans and implements creative arts & humanities programs to address MPP themes using local resources. 10%

## 15. DESIRED QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

### a. Education:

University undergraduate degree in American studies or other arts and humanities is required. Graduate degree desirable. Experience can be substituted.

### b. Prior Work Experience:

Two years experience in program management, preferably of a very broad and eclectic range of subjects

### c. Post Entry Training:

The range of office software; desktop publishing, FSI and RPO specialized training for public diplomacy staff

### d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV English (reading, writing and speaking) and fluency in French and Arabic and translating ability, both oral and written, among the three languages required.

### e. Job Knowledge:

The incumbent should know MPP goals and the role of PAS in advocating public diplomacy and particularly the role of cultural diplomacy as a key element. S/he should be expert on Morocco's system of government, education, culture, civil society including NGO's role and all of its major national development goals.

### f. Skills and Abilities:

Must be an innovative problem solver under tight deadlines. Must have strong communication, including cross-cultural communication, and negotiation skills. Must be able to see the big picture, while also excelling at looking after details.

## 16. POSITION ELEMENTS

### a. Supervision Received:

Incumbent is directly supervised by Cultural Affairs Specialist and works closely with Cultural Affairs Officer.

### b. Supervision Exercised:

Supervises Mission and contract personnel applied to a specific program.

### c. Available Guidelines:

MPP, State and Mission guidelines

### d. Exercise of Judgment:

Must independently apply judgment on the spot to solve problems impeding the realization of a program.

### e. Authority to Make Commitments:

Once program outline is approved, incumbent is authorized to marshal all necessary human, equipment and financial resources to realize it, including committing Mission resources to a program partner institution.

### f. Nature, Level and Purpose of Contacts:

Has contacts at all levels of Moroccan government and civil society, up to the Director level, for the purpose of realizing public diplomacy programs aimed at accomplishing MPP goals.

### g. Time Expected to Reach Full Performance Level:

Two years.